

## Artist Fellowship Awards

recognize the significant contributions of professional artists in Wisconsin. These awards provide unrestricted funds to support continued artistic/professional development, enabling artists to create new work, complete work in progress, and pursue activities which contribute to their artistic growth.



Artist Fellowship Awards are awarded in a variety of disciplines over a two year cycle:

### Odd Years: Visual Arts and Media Arts

This year, two panels will be convened to review visual and media arts. The panel for

- Visual Arts will review applications and recommend seven visual artists
- Media Arts will review applications and recommend one media artist

to each receive an \$8,000 Artist Fellowship Award. The number of awards available in each discipline category corresponds to the number of applications received historically.

### Even Years: Literary Arts, Music Composition, and Choreography/Performance Art

Literary artists, music composers, and choreographers/performance artists are not eligible for Fellowships this year. The application forms for these disciplines will be available on-line in August 2010, and will have a September 15, 2010 deadline.

## Eligibility Requirements

- Only professionally active individual artists are eligible to apply.
- Only originating artists are eligible to apply (no actors, musicians, dancers).
- Artist Fellowship Awards are available to artists currently residing in Wisconsin and for a minimum of one year prior to application.
- Artists are eligible to submit only one Artist Fellowship Awards application every two years.
- Applicants who received an \$8,000 Wisconsin Arts Board Artist Fellowship Award in the last visual arts/media arts cycle are not eligible to apply.
- Applicants must not have received a National Endowment for the Arts fellowship since 1999.
- Artists are not eligible who were full-time or part-time students pursuing a degree in the fine arts from September 2006 through the time of application.

## Deadlines

To apply for the Artist Fellowship Awards in visual arts or media arts, first email an application to [artsboard@wisconsin.gov](mailto:artsboard@wisconsin.gov). You must then submit a paper application to the Wisconsin Arts Board office postmarked on or before **September 15, 2009**.

If you do not submit the application in both ways, your application will not be considered.

## Application Process and Time Table

### August/September 2009

Applicants compile their application materials. See Instructions for Preparing an Application, pages 3 & 4.

### September 15, 2009

The completed paper application package is due, postmarked on or before, or hand delivered (before 4:30 pm) to the Wisconsin Arts Board, 101 East Wilson Street, First Floor, Madison, WI 53702. An email submission of the completed application (forms, resume and artist statement) is also due. For information on what constitutes a completed paper and email application package, see pages 3, 4, and 5 of these guidelines. Late applications will not be accepted.

### October 2009

Staff reviews applications to ensure completeness. Work samples and applications are presented to a panel of recognized arts professionals in each of the categories being considered.

Applications to this program are evaluated at panel meetings to be held at the Wisconsin Arts Board's office in Madison. These meetings are open to the public and all applicants are encouraged to attend. For specific panel dates, please visit [www.artsboard.wisconsin.gov](http://www.artsboard.wisconsin.gov).

In the first round of review, work samples are evaluated and panelists vote "in" or "out." In the second round, those work samples that were voted "in" will be reviewed again, along with accompanying resume and artist statement. Finally, recipients are selected from among the strongest applicants, and recommended to the Board.

PLEASE NOTE: Panelists recommend award recipients based on aesthetic quality of work submitted, demonstrated exploration of the art form, and record of professional accomplishments/ contributions to the art form. Panels may consider additional issues in making recommendations.

### December 2009

Panel recommendations are brought to the Wisconsin Arts Board for their consideration and approval.

Notification letters are sent to all applicants.

Work samples are returned to those who include a postage-paid, self-addressed envelope, or a note that they will pick up the work sample within 30 days after notification. Work samples of award recipients are retained for our files. All remaining work samples will be disposed of appropriately.

### January 2010

Grant agreements are executed between the recipient and the Wisconsin Arts Board. Recipients agree to conduct at least one public activity during the award period.

Appeals must be received by the Wisconsin Arts Board no more than thirty days after notification is sent. Appeals policy is stated on page 6.

### February 2010

Fellowship Awards are disbursed. The Internal Revenue Code states that the full amount of a Fellowship is taxable income. Recipients should consult the IRS or their tax advisors for more information.

### December 2010

Final Reports are submitted, including documentation of works completed during the award period, list of public activities, and a statement on how the money was spent.

## Instructions for Preparing an Application

**Compile samples of your work** according to the instructions listed on the next page, Preparing Your Work Samples.

**Complete the application cover page and appropriate work sample description page.** Both a paper copy and an electronic PDF of these forms will be required. After completing the form on screen with your keyboard (handwritten forms are not accepted), please print a copy AND save a copy of the file to your computer hard drive. **IMPORTANT:** The file name of this document must be saved as "lastname\_firstname\_application.pdf" (e.g., smith\_john\_application.pdf).

**Type your resume or curriculum vitae.** Provide an artist resume detailing your professional accomplishments. Include your education, current employment, awards/grants and year received, and other relevant professional accomplishments. The resume or c.v. should be typed in a standard 12 pt. font and in list (not narrative) form. No biographical statements. Please do not exceed three (3) pages per resume. This information will be considered only if your work samples are voted "in" by the panel during the first round. **IMPORTANT:** The document must be saved as a Rich Text Format (.rtf) and named "lastname\_firstname\_resume.rtf" (e.g., smith\_john\_resume.rtf).

**Type your artist statement.** Provide an artist statement describing your approach, recent developments and/or aspirations for your art work. Describe how each work sample relates to your work in general. Also discuss any focused investigation or activity that you are planning which relates to your art work. The artist statement should not exceed two (2) pages and should be typed in a standard 12 pt. font. Your name should appear on the top of each page. Succinct statements (one page or less) are in the best interest of the applicant. Artist statements will be considered only if your work samples are voted "in" by the panel during the first round. **IMPORTANT:** The document must be saved as a Rich Text Format (.rtf) and named "lastname\_firstname\_statement.rtf" (e.g., smith\_john\_statement.rtf).

**Submit the paper application** postmarked on or before September 15, 2009. The paper application package will include:

- One (1) copy of the completed application cover sheet (with original signature), on top
- Five (5) copies of the completed Visual Arts or Media Arts Work Samples Description page
- Your work samples on CD or DVD.
- A self-addressed, postage-paid mailer large enough to hold your work samples if you wish to have them returned. If you will pick up your work samples within 30 days after notification, please include a note to that effect. All work samples without stamped return address envelopes will be disposed of 30 days after notification.

Materials should not be stapled, and should not be placed in folders or binders. Please bind with either paper clips or rubber bands. Mail these materials under one cover to: **Wisconsin Arts Board, First Floor, 101 E. Wilson Street, Madison WI 53702.**

Applications may be hand delivered to our office between 8:30am and 4:30pm, but must be received before 4:30pm the day of the deadline.

Completion of this application is voluntary; however, if you choose to apply to this program, the application must be completed in its entirety.

**Submit the electronic application** by email on or before September 15, 2009. The electronic application package will consist of an email with the following attachments:

- A file with your saved application cover page (p. 1) and work sample description page (p. 2 or 3).
- A file with your resume (see instructions above for completing a resume)
- A file with your artist statement (see instructions above for completing an artist statement)

Attach all three documents in one email and send to: [artsboard@wisconsin.gov](mailto:artsboard@wisconsin.gov).

Late applications, or applications received via facsimile machine will not be accepted.

Keep a copy of all submitted materials for your records.

## Preparing Your Work Samples

All work samples should be of good quality, with well-focused and well-lit images, or with clear audio or video recordings. Please do not send originals; we handle your work samples carefully, but cannot accept liability for damage or loss.

**Visual Arts:** (photographs, works on paper, paintings, sculpture, work in craft media, and installations which do not employ media arts)

- All work submitted must have been created since September 2006 and you must possess primary aesthetic responsibility for the finished project.
- Submit ten (10) work sample images in digital format. At least four distinct works must be presented unless images represent an installation, in which case at least two distinct works must be presented.

### Digital images

Each digital work sample image should be submitted in the following format:

- High quality JPEG (.jpg extension). Use quality setting of 90% or better.
- Images should be in proper orientation for viewing (upright on monitor)
- Limit the file size to no more than 1MB per image.
- File name should be in the following format: **number\_lastname\_firstname\_title.jpg**
- Number should be two digits with a leading 0 if under 10. This will allow for easy ordering of the images to match your work sample description sheet. Abbreviate where possible to keep the file name short. Here are examples:

**01\_smith\_john\_sculpture1.jpg**

**02\_smith\_john\_sculpture2.jpg**

To maintain the highest quality, all editing should be done in full resolution and files should be saved using a lossless format like TIFF or PSD. Only after editing is complete should you resize and save a copy to the JPEG format.

Digital work sample images should be submitted on CDs and sent in appropriate container (e.g. plastic case, cardboard sleeve, etc.) Both the CD and its container should be clearly marked with the applicant's name.

**Media Arts:** (film, video, audio, and media installations)

Film includes documentary, experimental, animated and narrative works. This does not include works having a primary corporate, industrial or educational audience.

Video includes documentary, experimental, animated and narrative works. This does not include works having a primary corporate, industrial or educational audience.

Audio Art consists of work created and produced by the applicant for broadcast, independent presentation or web-based real-time audio (as opposed to soundtracks for film, video or installation; or traditional music compositions). This can include experimental narratives, radio dramas, documentaries, sound constructions, audio collages/montages and radio artworks.

- All pieces submitted must have been created since September 2006, except film where at least one of the pieces submitted must have been created since September 2006.
- Submit two work samples.
  - Films in 8mm, S8mm, 16mm, or 35mm format will be accepted only if transferred onto DVD.
  - Video/Media Installations: submit each work on a separate DVD.
  - Audio Art: submit each work on a compact disc (CD).

Review time will be limited to a total of five minutes; however, panelists are allowed to discontinue viewing/listening earlier. Please cue past all credits, as the initial review is anonymous.

For DVDs, when possible, format the DVD to include two links for each piece on the menu/title page: the first to the excerpt you wish the panel to review (up to 5 minutes) and the second to the entire piece (it is to your advantage to submit the entire piece). Indicate the beginning and end time (or chapter number) on the work sample description page. For CDs, indicate the track number of selections.

- Label each sample with the applicant's name and title of work.
- Indicate the viewing/listening priority of each selection by marking selection #1 or selection #2 on each sample.

**Technical Assistance**

The Wisconsin Arts Board encourages you to contact staff for grant writing assistance; first-time applicants are strongly encouraged to contact us prior to applying. The staff can explain and clarify guidelines and eligibility requirements, review criteria and definitions. Discussions with the staff do not influence funding decisions.

All applicants may call (608) 266-0190, weekdays between 8:30 and 4:30 for assistance.

For visual arts applicants, email [mark.fraire@wisconsin.gov](mailto:mark.fraire@wisconsin.gov).

For media arts applicants, email [chris.mabke@wisconsin.gov](mailto:chris.mabke@wisconsin.gov) .

## Appeals Policy

If the Wisconsin Arts Board does not fund an application, the applicant may appeal the funding decision only on the following grounds:

1. the Arts Board has made a procedural error in handling the application; or
2. a member of the staff, peer review panel, or the Board violated the conflict of interest policy of the Board.

Board decisions are subject to reversal or modification solely on these grounds. The appeal must be made exclusively on the basis of materials submitted at the time of application. Changes in the applicant's situation or grant request cannot be considered.

Evaluations of artistic quality or merit, artistic excellence and leadership, and the quality of the artistic activity or artistic work of an individual artist are not subject to appeal.

The amount of the grant is not appealable.

No interpretation or judgment of relevant peer review panels may be appealed.

The applicant may appear before the Executive Committee to address his or her appeal. Statements by an applicant must be limited solely to the grounds for appeal listed above.

Any appeal must be submitted in writing to the Chairperson and postmarked no later than 30 calendar days after the date of the written notification of the Board's decision. Each letter of appeal must state the specific grounds under which modifications of Board action are requested and an explanation of the applicant's reason for making an appeal.

The Chairperson will review each appeal request, in consultation with the Executive Director, and determine whether grounds for an appeal exist based on the above criteria. If such grounds are determined to exist, the appeal will be forwarded to the Executive Committee for consideration. The Executive Committee will solicit staff comment, review records and otherwise seek information pertaining to the case, and then will formulate a recommendation for action to the entire Board.