

# WISCONSIN ARTS BOARD

## Artist Fellowship Awards

**A**rtist 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:

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

This year, three panels will be convened to review literary arts, music composition, and choreography & performance art. The panel for:

- Literary Arts will review applications and recommend seven literary artists
- Music Composition will review applications and recommend one music composer
- Choreography and Performance Art will review applications and recommend one 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.

### **Odd Years: Visual Arts and Media Arts**

Visual and media artists are not eligible for Fellowships this year. The application forms for these disciplines will be available in 2009.

### **Eligibility Requirements**

- Only professionally active individual artists are eligible to apply.
- Only originating artists are eligible to apply (no interpretive artists such as 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 literary/music composition/choreography/performance art cycle are not eligible to apply.
- Applicants must not have received a National Endowment for the Arts fellowship since 1998.
- Artists are not eligible who were full-time or part-time students pursuing a degree in the fine arts discipline for which they are applying from September 2005 through the time of application.

### **eGRANT and Paper Application Deadlines**

To apply for the Artist Fellowship Awards in literary arts, music composition, choreography or performance art, first submit an application through the Wisconsin Arts Board eGRANT system by 2:59pm on **September 15, 2008** (available on our web site at <http://wab.egrant.org>). You must then submit a paper application package to the Wisconsin Arts Board office, postmarked on or before September 15, 2008. If you do not meet both deadlines, your application will not be considered.

### **About eGRANT**

eGRANT is an electronic grant application process that transmits applications electronically via the Internet to the Wisconsin Arts Board's grants database. All Fellowship applicants are required to use the electronic application process in addition to mailing paper copies and originals to the Wisconsin Arts Board. For those applicants who don't have the technology or don't have access to the technology, you must contact the Wisconsin Arts Board at 608-266-0190 or [artsboard@wisconsin.gov](mailto:artsboard@wisconsin.gov).

# Application Process and Time Table

August/September 2008	Applicants compile their application materials, including a resume or curriculum vitae, work samples, a work samples description, and an Artist Statement. See Instructions for Preparing an Application, pages 3 & 4.
September 15, 2008	An on-line eGRANT submission is due ( <a href="http://wab-fall-apps.egrant.org">http://wab-fall-apps.egrant.org</a> ).
September 16, 2008	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. Late applications will not be accepted.
October/November 2008	<p>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.</p> <p>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. See the website for specific panel dates.</p> <p>In the first round of review, panelists will review up to five minutes of your first selection, and up to five minutes of your second selection and vote "in" or "out." In the second round, those whose work samples were voted "in" will be reviewed again, along with accompanying resume and Artist Statement. Finally, recipients are selected from among the strongest applicants to be recommended to the Board.</p> <p><b>Panelists recommend awards based on aesthetic quality of work submitted, demonstrated exploration in art form, and record of professional accomplishments/contributions to the art form. Panels may consider additional issues in making recommendations.</b></p>
December 2008	<p>Panel recommendations are brought to the Wisconsin Arts Board for their consideration and approval.</p> <p>Work samples are returned to those who provide a postage-paid, self-addressed envelope, or who make arrangements to pick up within 30 days after notification (literary worksamples and scores are not returned). Work samples of award recipients are retained for our files. All remaining work samples will be disposed of appropriately.</p>
January 2009	<p>Notification letters are sent to all applicants.</p> <p>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.</p> <p>Appeals must be received by the Wisconsin Arts Board no more than thirty days after notification is sent. Appeals policy is stated on page 4.</p>
February 2009	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 2009	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

- Submit the application through eGRANT** (<http://wab-fall-apps.egrant.org>) by 3:00 pm on September 15, 2008. Help in registering and using eGRANT may be found at <http://artsboard.wisconsin.gov/static/egrant.htm>. You will need to complete a work samples description, and upload your resume and Artist Statement (described below) within eGRANT.
- Upload and submit a 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.
- Upload and submit an Artist Statement.** Describe 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.
- Compile samples of your work** according to the instructions listed on the next page, Preparing Your Work Samples.
- Compile the paper application package.** Materials should *not* be stapled, and should *not* be placed in folders or binders. To ensure that your materials are reviewed by the panel, please order your materials as outlined below, binding each set with paper clips or rubber bands:
  - 1] One (1) copy of the completed application form, on top (printed from the "Summary" button in eGRANT)
  - 2] Submit five (5) copies of your resume or curriculum vitae
  - 3] Submit five (5) copies of your Artist Statement
  - 4] Submit five (5) copies of the appropriate Work Sample Description page (printed from the "Summary" button in eGRANT)
  - 5] Your work samples. (Music composers may also submit four (4) copies of scores or harmonized lead sheets corresponding to your CD tracks.)
  - 6] A self-addressed, postage-paid mailer large enough to hold your work samples if you wish to have them returned (literary work samples will not be returned). If you do not want your work samples returned or if you will pick up your work samples within 30 days after notification, please include a note to that effect. All work samples without return address envelopes or stamps will be disposed of 30 days after notification.
- Mail the paper application package and work sample materials under one cover, postmarked on or before September 16, 2008, 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 of the deadline.

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 submitted must have been completed since September 2005 and you must possess primary aesthetic responsibility for the finished project. Please do not send originals; we handle your work samples carefully, but cannot accept liability for damage or loss.

## **Literary Arts:** (poetry, playwriting, fiction, and nonfiction)

- Submit **five sets** of manuscripts on 8½" x 11" paper. Manuscripts must be typed, double-spaced (poetry may be single-spaced) in a standard 12 pt. font on one side per sheet. Include a cover sheet with your name; **do not** print your name on any page of the manuscript.
- Manuscripts are not to exceed the following length: Poetry - up to 15 poems on no more than 15 pages; Playwriting - 1 act play or 1 act of a multi-act play; Fiction - 25 pages; Nonfiction - 25 pages. You may combine genres (up to 25 pages), but it is best to present your strongest body of work within one genre. Photocopies of printed publications are not permitted.

## **Music Composition:** (band, chamber, choral, experimental, ethnic/folk, jazz, popular, solo recital, orchestral, opera, musical theater, and electric)

- Four copies of EACH work sample are required. Submit four copies of at least two, but no more than three works\*. Each work must be separate tracks on a CD and should be of good quality with clear recordings.
- Indicate the track number(s) on the CD. Label each sample with applicant's name and title of the work. Indicate the viewing priority of each selection by clearly marking selection #1 or #2 or #3 on each sample. Work sample #1 should be your strongest work.
- In addition, applicants may also choose to submit four copies of scores or harmonized lead sheets corresponding to each work submitted. Complete scores are admissible if no recording of a work is available. Copies of scores, which will not be returned, must be submitted unbound, on standard 8 ½" x 11" inch paper.

## **Choreography and Performance Art:** (ballet, jazz, tap, modern, and performance art)

- Four copies of EACH work sample are required. Submit four copies of at least two, but no more than three works\* each on a separate track of a DVD. Please make sure that you record your work samples onto a DVD-R disc and make certain that the disc is finalized. Avoid using DVD-RW and DVD+RW discs.
- Indicate the track number(s) on the DVD. Label each sample with applicant's name and title of the work.
- Indicate the viewing priority of each selection by clearly marking selection #1 or #2 or #3 on each sample. Work sample #1 should be your strongest work. Work sample #1 must also be of a non-collaborative work conceived solely by the applicant. The other selections may be of a collaborative work. If a collaborative work is submitted, an explanation of your role in the conception, creation and production of the work must be outlined in the Work Sample Description sheet (completed on eGRANT).
- Tip: It is preferable that the camera remain in one location during the recording. If the performance space is large, the camera may pan and/or focus in on smaller detailed movements, while keeping the performer in full view. Recordings should be within the framework of what is possible in a live performance; special effects, dissolves, superimpositions, etc., are highly discouraged. Promotional video pieces or clips from broadcast media will not be accepted as work samples.

\* During the initial review, the panel will review up to five minutes of your first selection and up to five minutes of your second selection, although panelists are allowed to discontinue viewing earlier. For those applicants selected for the review's final round, the panel will view no more than ten minutes of each selection. You are urged to submit entire works as the jury may elect to view different parts of the work submitted.

# 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. Call (608) 266-0190, weekdays between 8:30 and 4:30 for assistance.

## 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 Board Chairperson and postmarked no later than 30 calendar days after the date of the written notification of the Board's decision. The appeal letter should identify the error or omission and the effect such error had on the recommendation of the advisory panel.

The Board Chairperson will review each appeal, in consultation with the Executive Director, to 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 of the Board 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.