

**NEVADA ARTS COUNCIL
ARTIST FELLOWSHIP GRANT**

The detailed online application will be available January 29, 2018

**GO SMART™ ONLINE SUBMISSION
DEADLINE**

April 12, 2018 at 5:00 p.m. PST.

IMPORTANT: All grant applications and support materials must be submitted via GO Smart™ at <https://nevada.gosmart.org/> by the online submission deadline of April 12, 2018 at 5:00 p.m. PST. The system will not accept late submissions. We recommend that you print a copy for your files.

GRANT CATEGORY AND FUND AMOUNT

In calendar year 2018 and/or in FY19, applications for the Artist Fellowships Grant are accepted in two categories:

- LITERARY ARTS:** Includes Creative Non-Fiction, Fiction, Playwriting, Poetry, Screenwriting, Web Serials, and Writing for Young Adults.
- PERFORMING ARTS:** Includes Dance- Choreographer/Performer, Music- Composer/Performer, Theatre-Director/Performer, Costume/Set Designer, Storytelling, and Spoken Word

Literary Arts / Performing Arts Fellowships - three grants in each category @ \$5,000 each
Literary Arts / Performing Arts Honorable Mention - up to three grants in each category @ \$500 each

APPLICANT ELIGIBILITY

All applicants are required to be:

- practicing professional artists,
- Nevada residents for 12 months prior to application date,
- have U.S. citizenship or legal resident status, and
- at least 21 years old and not enrolled as degree-seeking students.

Individual artists applying for an Artist Fellowship must be actively practicing in the discipline reflected in their resume. The Nevada Arts Council (NAC) defines the term "professional artist" as one who has a commitment to his or her art form and who maintains an ongoing level of productivity. Artists working in collaborations or in groups must apply as individuals.

INELIGIBLE APPLICANTS

Students enrolled in degree programs or whose degrees are pending at the time of application, or an artist who has already received two or more NAC Artist Fellowships.

REQUIRED APPLICATION MATERIALS

1. **Work Samples:** Select the literary or performing arts category that most closely corresponds to the nature of your work. (See page 2 or 3.) Work samples submitted must have been produced in the last four (4) years.
2. **Work Sample Form:** Fill out the online Work Sample Form included in the Fellowship application. List work samples in the order to be reviewed.
3. **Work Description or Synopsis (if applicable for writers):** Write a description of the submitted work that gives the panelists a better understanding of your artistic and aesthetic investigation. If applicable, for prose, the synopsis page is an opportunity to provide detailed information about the manuscript selection.
4. **Artist Résumé:** All applicants must include a maximum two (2) page résumé. Carefully read instructions on how to format your résumé for the *online Fellowship application*. (Only NAC staff review the résumé to determine if the applicant meets the necessary eligibility requirements.)
5. **ID/Driver's License:** Upload a copy of your valid Nevada ID or Driver's License, which shows 12 months of Nevada residency. If your Driver's License has been recently renewed, you may submit a utility bill or other item in your name showing Nevada residence from at least 12 months prior to your application date.

APPLICANT ANONYMITY

In keeping with NAC's policy to ensure anonymity during the panel review process, neither your name, nor any information identifying commissions, awards, reviews, and/or presentations, should appear on your work sample(s) - especially if using a video sample. Your name and identifying information should only be included in your resume, on the Artist Fellowship Signature page, and in your Grants Online (GO Smart™) applicant profile.

EVALUATION CRITERIA & SCORING RUBRIC

The primary criterion used in evaluating and awarding Fellowships is artistic excellence of the work samples submitted. During the review process, panelists score applications based on the following:

- Creative and inventive use of the medium.
- Consistency in quality and in the development of the work samples submitted.
- Evidence that artwork reflects on-going, serious and exceptional aesthetic investigation.

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SELECTION PROCESS

The Fellowship panel review will be held in June 2018. Awards will be announced by July 2018. Applications are:

- reviewed by NAC staff for eligibility and compliance with guidelines.
- reviewed by discipline-specific panelists who determine which applications move forward to a 2nd phase of review.
- reviewed by panelists in an open public meeting, chaired by an NAC Board member.

Finally, panel recommendations are presented to the NAC Board for ratification.

Peer panels evaluate Fellowship applications and work samples using a blind review process (each applicant is identified by a number for the purpose of panel discussion) in an open public meeting. NAC staff

encourages applicants to observe the Fellowship review panels in person, as it may help in understanding the process and in preparing future Fellowship applications.

Applicants may not contact panelists before, during, or after the Fellowship review. Applicants cannot address panelists at any time during the review. This ensures that applicants attending the meeting as observers do not have any advantage over those who are not in attendance.

The NAC Board serves as the final authority on all grant decisions and may overturn Fellowship panel recommendations if:

- The artist is found to be ineligible for any reason; or
- The artist's work does not meet the stated criteria of the program.

GETTING HELP WITH YOUR APPLICATION

NAC staff can provide feedback as you prepare your application. However, they can only give advice based on observations from previous review processes. Staff advice does not guarantee funding.

Contact the NAC Grants Management Team at 775.687.7102 or grants@nevadaculture.org if you:

- Cannot remember your user name and/or password.
- If GO Smart website cannot be accessed or there is an authentication error.
- Work samples are not uploading or there is an error during the uploading.
- Are unable to navigate the Go Smart website.

Contact Fran Morrow, Artist Services Coordinator, at 775.687.7106 or fmorrow@nevadaculture.org if you:

- Have questions about application requirements and general submission policies.
- Have questions about the work samples or how to label work samples.
- Need to edit a submitted application prior to deadline.

Literary Arts Work Sample Guidelines

Tips for Submitting Work Samples: Work samples are the sole means by which the artistic quality of the individual's work is evaluated. Written materials are the only work samples accepted in the Literary Arts category. As you select the work to submit, consider your audience and make sure the work clearly communicates your ideas and style. If you submit different pieces of work, it is a good idea to make sure they complement each other and show your skill as a writer. If one piece is more developed or dramatically different in style than the others, it may confuse the panelists. Therefore, applicants should submit a cohesive body of their strongest work.

WORK SAMPLE REQUIREMENTS

- ❑ Applicants may apply in only one **category** – either creative prose or poetry.
- ❑ Work samples submitted must have been produced within the past four years. Samples may include published work and/or works in progress.
- ❑ NAC **will not** accept examples of the following writing types in these categories: collaborative work, journalism, book reviews, editorials, interviews, or scholarly writing.
- ❑ In order to preserve the anonymity of the panel process, your name cannot appear on the pages of work samples. If your name appears on the manuscript, synopsis, or text, your application will be disqualified.
- ❑ If you submit work that has been published, you must submit it in manuscript form rather than published form. Do not scan excerpts from a published text. Books, magazines, and photocopies of publications will not be accepted.
- ❑ Do not submit reviews, brochures, publicity materials, or any other extraneous materials. These materials will be discarded.
- ❑ If you write in a language other than English, please submit an English translation with your original manuscript. NAC cannot guarantee that panelists will be competent in your primary language. In general, panelists will judge your application from the English version.
- ❑ **Optional for PROSE WRITERS:** One additional synopsis page is allowed to provide background information about your manuscript selection(s). Include it as the first page of your overall work sample (A synopsis page does not count as one of the work sample pages. One synopsis page + maximum 15 manuscript pages).
 - o A synopsis page typically includes details such as whether the selections are from a larger series, additional description, etc. If the work sample consists of multiple excerpts please use the single synopsis page to give information about each of them.
 - o The synopsis page is an opportunity to provide detailed information about the manuscript(s) selection. If excerpts are submitted from different manuscripts, think about how they might work together. Use the synopsis page to enhance the panelist's understanding of the selections submitted. For example, if you submit fifteen pages of chapter eight from your novel, use the synopsis to explain exactly where the chapter fits into the complete body of work.

Please select one category and submit only work samples for that category produced within the past four years. See below.

CREATIVE PROSE: Fiction | Non-Fiction |
Playwriting | Screenplays | Web Serials | Writing for
Children & Young Adults

Support Material Requirements:

1. Maximum of fifteen (15) pages of text. Submit each excerpt as a separate document.
 - a. Must be 12pt font and converted into a PDF format.
 - b. Prose submissions must be double spaced.
 - c. Playwriting submissions must use standard script form: single space within a dialogue or stage direction and double-spaced between items.

POETRY

Support Material Requirements:

1. A maximum of ten (10) pages with no more than one poem per page.
 - a. Typed in 12pt font and each poem must be in a PDF format.
 - b. Titles should appear at the top of the page.

Performing Arts Work Sample Guidelines

Tips for Submitting Work Samples: Edit the sample to begin where you want the panel to begin. The beginning of your work sample is like the beginning of a good film: it should capture the audience's attention in the first few seconds. Panelists need to see the best, which may not be the beginning of the performance. The initial impression your work sample gives is far more important than presenting the work in what you consider to be its proper context. Remember that it is not the quantity of video/audio clips that you submit, but quality of each sample that is most important. You are not submitting a montage - you are submitting a work sample. Pay close attention to the production quality of your materials; it is the only way the panel will know your work. Poor video/audio production quality often distracts panelists from focusing on the work. Theatre artists: Allow the viewer time to see you perform, develop a character, and interact with other performers. Showing many short clips may not be as effective as showing longer clips with several monologues or sections from full production numbers.

WORK SAMPLE REQUIREMENTS

- Performing Arts applicants may apply in only one category – either as a Choreography, Dance: Performer, Music: Performer/Composer, Theatre: Director/Performer, Set Design, Storytelling and Spoken Word. Select one category and submit work samples for that category.
- Work samples submitted must be produced within the past four years and the total audio and video excerpts submitted **cannot** exceed ten (10) minutes. (See specific requirement for Designer.) The panel is required to review a minimum of three (3) minutes, and may review up to ten (10) minutes of an applicant's work.
- In order to preserve the anonymity of the panel process, your name cannot appear visibly or audibly on the work samples. If your name does appear on the work samples, your application will be disqualified.
- Write a brief work description (3000 characters.) A written description of your work should provide the panelists a better understanding of your process, ideas, and field. It is especially important to clarify your role in the work samples. Work sample descriptions are extremely valuable for panelist to understand what they are looking at or listening to.

Please select one category and submit only the requested work samples for that category produced within the past four years. (See below)

DANCE/THEATER/MUSIC: PERFORMER; CHOREOGRAPHER: THEATER DIRECTOR: STORYTELLING AND SPOKEN WORD

Support Material Requirements:

1. Several audio or video examples of your work. Samples collectively cannot exceed ten (10) minutes total running time.

MUSIC: COMPOSER

Support Material Requirements:

1. Several audio or video examples of your work. Samples collectively cannot exceed ten (10) minutes, total running time.

SET OR COSTUME DESIGNER Support Material Requirements:

1. A combination of five (5) digital images and (5) minutes of video(s) featuring several examples of your work.

FILE FORMAT DETAILS

AUDIO

- Do not submit work samples designed for promotional purposes (such as a performance reel).
- Submit an individual file for each distinct work (for 3 pieces, have 3 individual files and not one file with 3 work samples edited together).

IMAGES

- Recommended no smaller than 1920 pixels on the longest side.
- Recommended 100 ppi/dpi (standard web resolution).
- Submit one piece per file. Do not collage several angles or multiple pieces within one image.

VIDEO

- Do not submit work samples designed for promotional purposes (such as a filmography or choreography reel).
- Submit an individual file for each distinct work (for 3 pieces, have 3 individual files and not one file with 3 work samples edited together).
- We cannot accept links to videos hosted on external platforms (YouTube, Vimeo, etc.)
- Resolutions: recommended minimum 640 x 480, maximum 1920 x 1080.
- Aspect Ratio: 4:3 or 16:9; Bit Rate: recommended above 240 kbps; Frame Rate: recommended minimum 12 fps, maximum 30 fps.