

State of Illinois  
Pat Quinn, Governor

Illinois Arts Council Agency  
Shirley R. Madigan, Chairman  
Tatiana Gant, Executive Director



# Artist Fellowship Program

**GUIDELINES**

**Fiscal Year 2015**

**Deadline: December 15, 2014**

**Artist Fellowship Guidelines**  
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## PROGRAM DESCRIPTION

The intent of the Artist Fellowship Program is to enrich and strengthen the state of Illinois by supporting accomplished Illinois artists who are the foundation of Illinois' creative environment. The Artist Fellowship Program recognizes exceptional artists who have created a substantial body of work throughout their career by providing awards to support continued artistic growth.

### Awards

The IACA will provide a limited number of \$15,000 awards across the following discipline categories:

- Ethnic and Folk Arts
- Literature (Poetry, Prose, Scriptworks)
- Media Arts (Audio Art, Digital Art, Film, Video)
- Music Composition
- Performance-Based Arts (Choreography, New Performance Forms)
- Visual-Based Arts (Crafts, Interdisciplinary, Photography, Visual Arts)

### Artistic Disciplines

Artists will select one Discipline Category to apply in. Each Discipline Category has a specific application form. Within some Discipline Categories, applicants will need to select a subcategory.

- **Ethnic and Folk Arts** are defined as those artistic practices which have a community or family base, express that community's aesthetic, heritage and tradition, and have endured through several generations. These art forms reflect the particular culture of the regional language, tribal, or nationality group from which they spring. Ethnic and Folk Arts Fellowships honor exemplary artists who have achieved mastery of a folk or traditional ethnic art appropriate to their heritage.

Subcategories of Ethnic and Folk Arts are:

- Material Culture (crafts, objects)
  - Dance
  - Music
  - Storytelling
- **Literature** encompasses three subcategories:
    - Poetry
    - Prose includes works of fiction (short stories and novel excerpts) and creative non-fiction. Creative non-fiction is distinguished from non-fiction by its strong narrative literary quality found in personal essays and memoirs. This does not

- include works that are primarily analytical, scholarly, or journalistic.
- Scriptworks includes stage plays, screenplays, teleplays, libretti, radio plays, and audio dramas.
- **Media Arts** encompasses four subcategories:
  - 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 musical compositions). This can include experimental narratives, radio dramas, documentaries, sound constructions, audio collages/montages, and radio artworks.
  - Digital Art includes computer or web-based work in which the computer is central to the work's creation, presentation or understanding.
  - Film includes documentary, experimental, animated, and narrative works. This does not include works primarily having a corporate, industrial, or educational audience.
  - Video includes documentary, experimental, animated, and narrative works. These do not include works primarily having a corporate, industrial, or educational audience.
- **Music Composition** includes original composition in all musical genres including chamber, choral, electronic, experimental, jazz, opera, and symphonic.
- **Performance-Based Arts** encompasses two subcategories:
  - Choreography includes original choreography in all dance forms including ballet, hip-hop, jazz, modern, and tap
  - New Performance Forms includes original work from performance artists, solo theatre artists, movement-based artists, and performance poets
- **Visual-Based Arts** encompasses four subcategories:
  - Crafts include clay, fiber, glass, leather, metal, paper, plastic, wood, and mixed media
  - Interdisciplinary (visually-based interactive, kinetic, or multi-media works and installations)
  - Photography
  - Visual Arts includes design arts (architecture, fashion, graphic, industrial, interior, landscape architecture), experimental (conceptual, new materials), graphics, works on paper (drawing, printmaking, artists' books), mixed media, painting, and sculpture

## **GUIDELINES**

### **Eligibility Requirements**

All applicants must

- Be citizens of the United States or holders of permanent resident alien status
- Be legal residents of the state of Illinois for the twelve months prior to the application deadline
- With the exception of Ethnic and Folk Art applicants, be an originating artist (i.e., the creator of original art work)
- Submit no more than one application to the Artists Fellowship Program per fiscal year.
- Submit an application utilizing a Slideroom account registered to the applicant.
- Submit all requested application materials.

Refer to the [Proof of Eligibility](#) page on the IACA website for specific details and verification requirements.

The following individuals are not eligible to apply:

- Individuals enrolled in any degree or certificate granting program (including high school, bachelor, or master degree programs) at the time of application or during the award period. Ph.D. candidates need to have completed their course work by the application deadline to be eligible.
- Recipients of an IACA Artist Fellowship Award in FY2014

To be considered applicants must:

- Have created a substantial, independent body of work over at least a five year professional arts career.
- Have made a recognized contribution to their discipline through public presentation of their work.
- Demonstrate a consistent high-aesthetic level of artistic ability throughout their professional arts career.
- Provide evidence of continued commitment to serious and exceptional aesthetic investigation in his or her chosen medium.

Successful applicants will demonstrate a record of regional, national, or international public presentations (i.e. exhibitions, festivals, performances, screenings, broadcasts, publications, etc.), grants, awards, fellowships, residencies, or other recognition within a discipline. Work produced within an accredited degree program is not applicable toward the five-year period of professional accomplishment.

### **How to Apply**

- Read the Artist Fellowship Program guidelines carefully and contact IACA staff for clarification. It is the responsibility of the applicant to be familiar with IACA policies,

priorities, and guidelines.

- Identify the discipline category for application.
- Select work sample material.
- Register for an account with or login to the IACA SlideRoom system (<https://illinoisarts.slideroom.com/#/Login>).
- Select and complete the appropriate Discipline Category electronic application form and upload attachments and work sample material in the IACA SlideRoom system.
- Successfully submit the online application to SlideRoom by the deadline.

### **Deadline**

The deadline for the FY2015 Artist Fellowship Program is December 15, 2014. Applications must be successfully submitted to the IACA SlideRoom system by midnight on the deadline date.

### **Application Components**

The Artist Fellowship Program application consists of an electronic application form, required attachment, and work samples. All application components must be completed in full and submitted in the format outlined in these guidelines by the application deadline.

### **Electronic Application**

The electronic application includes the following sections:

- Forms
- Attachments
- Media
- Submit

See below for an overview of the information required for each section.

### **Forms**

The Forms section is broken up in to the following subsections:

- ***Applicant Contact Information***
- ***Eligibility Certification***
- ***Artistic Discipline***
- ***Artistic Resume*** describing your artistic accomplishments, 8000 character limit. Do not include general employment history or other information unless it is pertinent to your artistic career.
- ***Artist Statement*** explaining the direction, focus, aesthetic, thematic, content or form of your work, 3000 character limit.

Ethnic and Folk Arts applicants must also describe:

- Traditional art form practiced and how it was learned (from whom, when, and where it was learned).
- How the art form and personal experience expresses the culture and communities from which it springs.
- How the practice of this traditional art enriches your life and the life of your community, 3000 character limit.
- **Awards & Other Recognition** of significance that you have received throughout your professional career, 3000 character limit.

### **Attachments**

Under this tab upload the following attachments:

- ***Proof of Illinois Residency***

Applicants must upload a copy of one of the following items at the time of application:

- A valid Illinois driver's license which includes the date issued and expiration date (entire front and back)
- A valid State of Illinois identification card which includes the date issued and expiration date (entire front and back)

### **Media (Work Samples)**

All applicants must submit samples of work completed within the past five years. Artists should consider a consistency in the body of work submitted for review. Hard copy materials of any kind will not be accepted. Each discipline category has specific [work sample requirements](#), which are outlined below. Submitted work samples that do not follow the required format and page limits will not be reviewed.

### **Submit**

In this section, certify and submit application to the IACA SlideRoom system.

### **Work Samples**

Formats:

Outlined below are acceptable formats and size restrictions for work samples. Refer to SlideRoom FAQs for further information on uploading and sizing samples.

- Audio:
  - Uploaded audio work samples may be no larger than 30 MB in size.
  - Acceptable formats are: mp3, .wma, .ogg, .flac
  - Links to work samples on SoundCloud are also acceptable. There is no size restriction for linked work samples.
- Digital Images:
  - Uploaded digital work samples may be no larger than 5 MB in size. Acceptable

formats are: .jpg, .jpeg, .png, .gif, .tif, .tiff, .bmp, .tga

- Video:
  - Uploaded video work samples may be no larger than 250 MB.
  - Acceptable formats are: .m4v, .mov, .mp4, .wmv, .flv, .asf, .mpeg, .mpg, .mkv
  - Samples on Vimeo and YouTube are also acceptable. There is no size restriction for linked work samples.
- PDF:
  - Uploaded PDF documents may be no larger than 10 MB in size.

### **Ethnic and Folk Arts**

For a definition of Ethnic and Folk Arts, refer to the Discipline Categories section.

Follow the formats described for the discipline category that best captures the work being presented. Upload or link to either digital images or audio or video work samples.

### **Literature**

Upload a PDF of a typed manuscript. Each subcategory has specific format and page limit requirements. Submitted Work Samples that do not follow the required format and page limits for each subcategory will be automatically deemed ineligible.

- Manuscripts must be typed with at least one-inch margins on all sides
- Font size must be 12 pt. or larger
- Pages must be numbered consecutively in the upper right-hand corner
- Titles of works should appear at the top of every page

#### ***For Poetry:***

Upload one PDF document not to exceed 16 pages in length. No more than one poem should appear on each page. The first page of the document must list the following for each poem submitted in the order it appears in the document:

- Title of work
- Number of pages
- Date completed

In the Label Media section, provide the following:

- Title (enter Manuscript)
- Genre (enter Poetry)
- Number of works submitted
- Number of pages in document



***For Prose:***

Upload one PDF document not to exceed 31 pages in length. The document can be made up of a single work or multiple works, or an excerpt from a larger work. The first page of the document must list the following for each piece submitted in the order it appears in the document:

- Title of work
- Genre (fiction, creative non-fiction)
- Type of work (short story, essay, excerpt from novel)
- Number of pages
- Date completed

In the Label Media section, provide the following:

- Title (enter Manuscript)
- Genre (enter either fiction, creative non-fiction)
- Number of works submitted
- Number of pages in document
- Additional Details (for excerpts of a larger work enter a brief synopsis of the work and the date completed)

***For Scriptworks:***

Upload one PDF of an entire script.

In the Label Media section, provide the following:

- Title of work
- Genre (e.g. stage play, screenplay, teleplay, libretto, radio play, audio drama, etc)
- Number of works submitted (enter 1)
- Number of pages in document
- Indicate a 15 page excerpt in which the panel should focus their attention
- Additional details (enter a brief synopsis of the script and the date completed)

**Media Arts**

Upload or link to two video or audio work samples.

In the Label Media section, provide the following:

- Title of work
- Date completed
- Original presentation format (film, video, digital)
- Total length of work
- Indicate what portion of the work sample should be reviewed, up to 10 minutes.

- Additional details (indicate your role and the role of others involved, if applicable, in the production of the work)

### **Music Composition**

Upload or link to two audio work samples and the accompanying scores or lead sheets.

In the Label Media section, provide the following:

- Title of work
- Date completed
- Total length of work
- Indicate what portion of the work sample should be reviewed, up to 10 minutes.
- Additional details (For improvisational compositions in which you are also playing, indicate your instrument. For compositions for which scores are not available, provide a brief description of the composition process)

### **Performance-Based Arts**

Upload or link to two video work samples.

In the Label Media section, provide the following each work:

- Title of work
- Date completed
- Total length of work
- Indicate what portion of the work sample should be reviewed, up to 10 minutes.
- Additional details (if you are also performing, identify yourself)

### **Visual-Based Arts**

Upload or link to eight digital images. Interdisciplinary applicants may substitute up to two digital images with video samples to show the multi-media and kinetic nature of the work.

In the Label Media section, provide the following each work:

- Title of work
- Date of completion
- Medium
- Dimensions (height x width x depth)
- Additional details (for Interdisciplinary applicants indicate what portion of the video should be reviewed, up to 5 minutes.)

## **REVIEW CRITERIA AND PROCESS**

### **Evaluation Criteria**

- The quality of the applicant's work.
- The applicant's record of professional arts activity and achievement.
- Evidence that the applicant's work reflects continued, serious and exceptional aesthetic investigation in his or her chosen medium.

Program priorities are to recognize artists geographically across the state and across disciplines.

### **Review Process**

- The application is received and assigned an application number that will be used in future communication regarding that application.
- Applications which have been ruled ineligible or incomplete will not be reviewed.
- Applications are reviewed based on the evaluation criteria by advisory juries comprised of arts professionals.
- The final recommendations are presented to the Board for their consideration and approval.
- Awards will be announced in Spring of 2015.
- A record of the review process is maintained for all reviewed applications, applicants are encouraged to call for review feedback after receiving decision notification.

## **NOTIFICATION AND COMPLIANCE**

### **Notification**

Applicants will be notified of the Council's decision on their application via email. If funded, this notification will include required materials, which must be completed and returned to authorize payment. Once these documents and copies of other requested materials\* are returned to the IACA, it will take at least two months and up to six months for payment to be issued by the State Comptroller.

\*Before funds are released, grantees may be required to provide additional documentation that verifies residency status for at least one year prior to the application deadline. Refer to the [Proof of Eligibility](#) page on the IACA website for specific details and verification requirements.

### **Work Sample Retention**

Work samples of Artist Fellowship award recipients will be retained or copied by the Illinois Arts Council Agency for its archives or submission to a public-use archive. By submitting work samples, applicants give permission to the IACA to use images and content in IACA produced publications and website.

### **Taxability of Grant**

The Internal Revenue Code provides that the full amount of an Artist Fellowship is taxable to its recipient. For questions regarding income-tax liability, contact the Internal Revenue Service or a personal tax advisor.

**Pat Quinn**

*Governor*

**Shirley R. Madigan**

*Chairman*

**Tatiana Gant**

*Executive Director*

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**The Honorable Sheila M. O'Brien**

*Glenview*

**Howard A. Tullman**

*Chicago*

**Donald Wiener**

*Chicago*

For specific information on this program contact:

***Ethnic and Folk Arts and Literature categories:***

Susan Dickson, Director of Arts-in-Education, Ethnic and Folk Arts and Literature Programs - Phone: 312-814-6740, Email: Susan.Dickson@illinois.gov

***Media Arts and Visual-Based Arts categories:***

Encarnacion Teruel, Director of Visual Arts, Media Arts, & Multi-Disciplinary Programs - Phone: 312-814-6753, Email: Encarnacion.Teruel@illinois.gov

***Music Composition and Performance-Based Arts:***

Walter Buford, Director of Partners in Excellence and Performing Arts Programs - Phone: 312-814-4992, Email: [Walter.Buford@illinois.gov](mailto:Walter.Buford@illinois.gov)

For general information about the Illinois Arts Council Agency contact:

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**Individuals who are blind or have low vision or have learning impairments, may obtain assistance regarding Illinois Arts Council Agency applications and written materials by contacting the ADA/504 Access Coordinator at the IACA office:**

**Encarnación M. Teruel - (312) 814-6753**

**[Encarnacion.Teruel@illinois.gov](mailto:Encarnacion.Teruel@illinois.gov)**

**TTY: (888) 261-7957**