

**FY2018**

**Connecticut Office of  
the Arts**

**Artist Fellowship  
Program Guidelines**

# Connecticut Office of the Arts

Connecticut Office of the Arts (COA) is a State Arts Agency within the Department of Economic and Community Development for the State of Connecticut. Initially founded as the Commission on the Arts in 1965, the state arts office directly serves arts organizations, artists, schools, municipalities, college and universities, and non-profits conducting arts programming across the state through a range of programs and services, including grant support and professional development opportunities. The COA is funded by the State of Connecticut and the National Endowment for the Arts (NEA). Learn more about the Connecticut Office of the Arts at [www.ct.gov/cct](http://www.ct.gov/cct).

## Vision Statement

Inspire. Empower. Educate. Transform. The arts are a human right. The Connecticut Office of the Arts envisions a world where the arts, in all forms are embedded in everyday life.

## Mission Statement

The Connecticut Office of the Arts animates a culture of creativity across Connecticut by supporting arts making and arts participation for all people.



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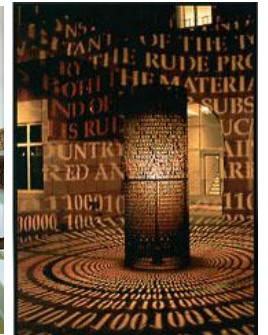
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## Connecticut Office of the Arts FY2018 Artist Fellowship Program

The Department of Economic and Community Development (DECD), Connecticut Office of the Arts (COA) and its Artist Fellowship Program encourages the continuing development of Connecticut artists. The program recognizes the work of Connecticut artists in a variety of disciplines and supports the creation of new works of art.

Recipients of the Artist Fellowship Program receive recognition, funding support, and professional development opportunities as part of the award.

Please review the Artist Fellowship Program Guidelines in addition to the [Connecticut Office of the Arts Grant Overview Guidelines](#) available here as a link or access them on the Connecticut Office of the Arts website. Embedded links provide further program information and resources so be sure to access the electronic version at [www.ct.gov/cct](http://www.ct.gov/cct).

# PROGRAM OVERVIEW

The program provides competitive Artistic Excellence grants of either \$3,000 or \$5,000 and Emerging Recognition grants of \$1,000 for Connecticut artists. The funding provides an opportunity for artists to pursue new work and achieve specific creative and career goals. The program recognizes approximately 12-15 **Artistic Excellence** awards and 3-6 **Emerging Recognition** awards each year.

Fellowship awards are highly competitive and artists are encouraged to apply **ONLY** when they have created a substantial body of RECENT work that can be presented professionally.

Connecticut artists of all disciplines may apply. **Applicants MUST be the primary creators of original works of art.** Select one (1) broad category and up to four (4) general categories. [Broad Category Definitions](#) and [General Category Definitions](#) are available and may be used as a guide in making appropriate selections.

## Broad Categories *(select only one):*

- Visual Arts
- Performing Arts
- Dramatic Writing
- Film
- Digital Media
- Literature
- Design
- Traditional Arts
- Community / Teaching Artist

## General Categories *(select up to four):*

- Mixed Media
- Painting
- Photography
- Works on Paper
- Sculpture
- Installation
- 3D Printing
- Graphic Design
- Illustration
- Architecture
- Book Arts
- Crafts
- Playwriting
- Screenwriting
- Musicals
- Children’s Theatre
- Improv Theatre
- Spoken Word
- Poetry
- Fiction
- Creative Non-Fiction
- Children’s Literature
- Performance Art
- Choreography
- Ballet
- Modern /Contemporary Dance
- Music Composition
- Songwriting
- Pop Music
- Jazz / Blues
- Classical Music
- Soundscape
- Music Production
- Children’s Music
- Opera
- Orchestra / Ensembles
- Folk Music
- Folk Dance
- Hip Hop
- Social Practice
- Puppetry
- Storytelling
- Animation
- Feature Film
- Short Film
- Documentary Film
- Interactive Art
- Environmental Art
- Public Art
- New Media
- Internet Art
- Other \_\_\_\_\_

### TIMELINE

**Deadline:** on or before 11:59pm, June 21, 2017  
**Panel Review:** Summer – early Fall 2017  
**Notification:** end of September, 2017  
**Funding Period:** October 1, 2017 – Sept. 30, 2018  
**Final Report:** November 30, 2018 or 60 days following completion of project, if sooner  
*Dates are subject to change*

### ELIGIBILITY

**Eligible Applicants:**

- Must be a citizen or a permanent legal resident of the United States, and a full-time resident of Connecticut for a minimum of one (1) year at the time of application. Awards are subject to verification of CT residency.
- Must be at least eighteen years of age at time of application.
- Must remain a CT resident during the grant period and actively working on the creation of new work.

**Ineligible Applicants** include:

- High School students and students currently enrolled full-time in degree-granting institutions.
- Prior Connecticut Artist Fellowship recipients who have received an award within the past five years (FY16, FY15, FY14, FY13 recipients are ineligible). Emerging Recognition awardees may reapply the following year.
- Applicants who submit incomplete applications or applications which do not follow the required format.
- Applications submitted after the deadline.
- COA staff and members of their immediate families.
- Applicants with outstanding final reports from any past COA programs.

Note: The Artist Fellowship Program recognizes individual artists. Applicants may submit work samples representing collaborative work; however, awards are only granted to the individual applying for the grant.

## REQUIRED MATERIALS

**Narrative**

Upload a one page Artist Fellowship Narrative and include the following within your narrative.

- Describe your artistic practice (current work and future goals).
- Talk about the sample(s) you've provided in your application.
- Indicate how the fellowship award will impact your artistic development and advance your career as a practicing artist.
- Briefly touch on how you anticipate using the funds if awarded an Artist Fellowship grant?

**Resume / Bio**

Applicants must upload a current resume and/or bio not to exceed two (2) pages in length.

**Work Samples**

Applicants are required to either upload or provide links to artistic work samples. All work samples **MUST** represent recent or in-progress work created by the applicant and the applicant **MUST** have primary artistic control of the work. The work **MUST NOT** be developed for commercial purposes. Provide work sample(s) based on the guide provided below.

- Literary Sample** • Upload a literary work, do not exceed 25 pages (save as a PDF and # your pages).
- Image Files** • Upload a portfolio of up to 10 images (jpeg files)
- Video Sample** • Provide a YouTube or Vimeo link to a work sample up to 5 minutes in length.
- Script** • Upload a complete or in-progress script (save as a PDF and # your pages).

## REVIEW PROCESS

The primary review criteria: **artistic excellence** and **how the award will impact the artistic career of the artist**. The Artist Fellowship Program is NOT a project grant program.

- According to broad and general category selection, applicants are assembled into manageable review groups with a peer panel independently reviewing and scoring applications through the on-line platform. (*Note: at this stage applications are reviewed for no more than 15 minutes each.*)
- A secondary panel comprised of a wide range of discipline experts is convened to review top scoring applicants. This panel provides preliminary scores on-line, then convenes for an in-person discussion and recommends final scores.
  - **Artistic Excellence** awards are given at two tiers and are determined by final scores.
  - **Emerging Recognition** awards are determined by reviewers who identify artists of exceptional talent who are early in the development of their artistic career.
- Funding recommendations are presented to the Connecticut Arts Council for approval.

Artistic Excellence: We acknowledge that artist excellence and merit are very hard to define, so in lieu of a static definition below, we are leaning on resources from the field to guide our interpretation of what artistic excellence means. Here are two of the articles we go back to when grappling with what artistic excellence means "Divining 'Artistic Excellence'" <http://www.artsjournal.com/wetheaudience/2014/05/devining-artistic-excellence.html> and the NEA's Art Works grant review guidelines <https://www.arts.gov/grants-organizations/art-works/application-review>

## HOW TO APPLY

### SUBMISSION PROCESS

The grant program is administered using an e-granting system; therefore, all applications must be submitted through the on-line portal at <https://coa.fluidreview.com/>. E-mail and paper submissions will not be accepted. Applicants must create an account, or if an account already exists then sign in using your email and password.

**If you are a returning user:** Log in. Select “View My Submissions”. Scroll down and click “Create New Submission”. Select “**FY18 Artist Fellowship**” from the drop-down menu. Enter name of grantee. Click “Get Started” and proceed with application.

**If you are a new user:** Create account by clicking “Sign up”. Complete registration page. When on the registration page, be sure to select the category “**FY18 Artist Fellowship**” from drop-down menu. You will receive a confirmation email from FluidReview. Once in FluidReview, click “Create a New Submission”. Enter your name. Click “Get Started” and proceed with application.

## FISCAL & GRANTEE RESPONSIBILITIES

### ELIGIBLE EXPENSES

The Artist Fellowship program provides funding and recognition to support the creation of new works of art; therefore, Artist Fellowship funding is relatively **unrestrictive**. Review the **Connecticut Office of the Arts Grant Overview Guidelines** for a complete list of funding restrictions.

Potential uses of Artist Fellowship funding include but are not limited to:

- Set aside time to work / artistic compensation
- Buy supplies, equipment, etc.
- Hire/employ others
- Pursue opportunities/projects that further artistic development
- Attend conferences, residencies, workshops, etc.
- Studio improvements, rental of work space

### GRANTEE REQUIREMENTS

Artists awarded a fellowship will enter into a contract with the State of Connecticut. The following information pertains to the contractual requirements.

- Artists recommended for a fellowship will be required to supply proof of current Connecticut residency status; must sign a contract confirming compliance with program eligibility.
- Grant funds must be expended during the grant period of Oct. 1, 2015 – Sept. 30, 2016.
- Tax Liability – awards are taxable. Grantees concerned about their tax liability should consult with their accountant. COA does not provide tax assistance.
- Where appropriate, grantees are required to credit COA/DECD in all print, audio, video, and publicity materials releases, brochures, advertisements, etc.).
- All COA grantees must comply with the Connecticut Office of the Arts Grant Overview Guidelines.
- Grantees are required to submit a final report within 60 days after the funding period.

## CONTACT & QUESTIONS

### CONTACTS

Please note that questions submitted in the last 48 hours before the deadline may not receive responses.

- Submit grant content related questions to [tamara.dimitri@ct.gov](mailto:tamara.dimitri@ct.gov)
- Submit technical related questions [support@fluidreview.com](mailto:support@fluidreview.com)
- Consult with the [Connecticut Office of the Art's Regional Partners](#) for further assistance.
- General FAQ's will be available on an ongoing basis on the Artist Fellowship webpage.
- COA will convene Artist Fellowship Webinars which will be announced on our website.

**Technical Support:** Contact FluidReview's Tech Support Team for technical related questions. When emailing tech support, please copy and paste the page link to better assist tech support with locating the problem you are experiencing or submit questions through the “help” tab within the e-granting system.