

ELIZABETH L. MAHAFFEY ARTS ADMINISTRATION FELLOWSHIP GUIDELINES

The **Elizabeth L. Mahaffey Arts Administration Fellowship** supports emerging and mid-career arts administrators in Connecticut as they pursue professional development and other opportunities that will advance their careers in arts administration.

ELIGIBILITY:

To be eligible, individuals must:

- ✓ Currently work or be officially affiliated with a Connecticut non-profit arts organization;
- ✓ Be a Connecticut resident; and
- ✓ Have been employed fewer than eight (8) consecutive years in the arts field.

AWARDS:

The Connecticut Office of the Arts will award one (1) **\$2,500** grant in each category:

- **Emerging Arts Professional** with 2-4 years experience
- **Mid-career Arts Professional** with 5-8 years experience

FUNDING PERIOD:

May 1, 2018 – April 30, 2019

ELIGIBLE COSTS:

Funds may be used for a wide-range of activities aimed at strengthening the individual's arts leadership, business or career goals. Funds may be used to support the participation in activities including:

- Tuition or registration fees for workshops, conference, and trainings, including travel and hotel costs;
- Fees to work directly with consultants or career coaches; and
- Directly related costs for professional development activities that take place within the funding period.

INELIGIBLE COSTS:

- ✗ Funding to offset applicant's regular salary or wages;
- ✗ Funding to offset general operating costs of the applicant's affiliated arts organization;
- ✗ Costs incurred outside the funding period.

HOW TO APPLY:

Prepare a Word document and include the following information:

1. **Applicant Information**

Include full name, title, affiliated arts organization and contact information. Indicate to which category you are applying: Emerging or Mid-Career; and share with us your career goals (*100-word maximum*).

2. **Activity Description**

Provide a brief description of each professional development activity you wish to undertake. If requesting multiple activities, please list in priority order. Description should include specific information on service provider, date, times, location, and cost for each activity. (*75-word maximum for each activity*)

3. **Proposed Impact**

Describe how the proposed activity or activities will help you advance your career as an arts administrator. (*200-word maximum*)

4. **Required Attachments**

- Applicant's resume
- One (1) letter of recommendation/support from applicant's affiliated arts organization

Send email with attachments to Rhonda F. Olisky at rhonda.olisky@ct.gov.

The subject of the email should read: MAHAFFEY FELLOWSHIP: Your Name.

You will receive a confirmation email.

REPORTING REQUIREMENTS:

Grant recipients shall submit a final report within 60 days of completion of the funding period or following completion of the funded activities if sooner.

QUESTIONS

Contact Rhonda F. Olisky at 860-500-2452 or via email at rhonda.olisky@ct.gov