



North Carolina Arts Council ARTIST FELLOWSHIP PROGRAM

Application Guidelines 2017-2018 Songwriting, Musical Composition, and Literature

Deadline: November 1, 2016

www.ncarts.org

WHO MAY APPLY

The program operates on a two-year cycle. Songwriters, composers, and writers will be eligible to apply in November 2016 for the 2017-2018 grant year. The literature category is open to poets and spoken-word performers, playwrights, prose writers (fiction and creative nonfiction), screenwriters, writers of literary translation, and writers of work for children in any of the above genres. Choreographers and visual, craft, and film/video artists will be eligible to apply in November 2017.

Artists who received a fellowship in 2012–2013, 2013–2014, 2014-2015, 2015-2016, or 2016-2017 are not eligible to apply this year. Artists may submit only one fellowship application per year. For collaborations, only one member of the collaborative team should submit the application on behalf of the group; however, the names of all collaborating members must be included in the application and all collaborators must meet the eligibility guidelines. Artists may submit only one application per year as either the primary applicant or a collaborator.

Fellowship applicants must certify on the application form that they:

- are at least 18 years old
- are a U.S. citizen or holder of permanent resident alien status
- have been a year-round resident of N.C. for at least one year immediately prior to the application deadline
- will remain a N.C. resident during the grant period and be physically present in the state for the majority of the grant period
- are not enrolled at the time of application and will not be enrolled during the grant period in an academic or degree-granting program.

Artists recommended for a fellowship will be required to supply proof of current N.C. residency status and to sign a contract pledging compliance with the eligibility rules listed above.

SONGWRITING AND MUSICAL COMPOSITION

This category is open to:

- Composers of chamber, electronic, experimental, jazz, and symphonic music
- Songwriters of Christian/gospel, contemporary acoustic/folk, country, hip-hop, pop/adult contemporary, R&B, and rock/alternative genres

The Arts Council convenes separate panels to review songwriting and musical composition. Compositions can be for one or more instruments, but all will be judged in one composition review process. All work must be original.

LITERATURE

This category is open to:

- Playwrights/screenwriters
- Poets and spoken-word performers
- Prose writers, including writers of fiction and creative nonfiction

Because the Arts Council convenes separate panels to review prose, poetry, and screenplays/play scripts, you must choose one of the categories, even if your work crosses genres. Writers of literary translations and writers of works for children must fit into one of the above categories.

WHAT WE FUND

Fellowships in the amount of \$10,000 support the creative development of N.C. artists and the creation of new work. Fellowship funds may be used to:

- Set aside time to work
- Pursue projects that further artistic development and support the realization of specific creative ideas
- Buy supplies and equipment
- Fund expenses related to the activities listed above: for example, costs related to studio construction or improvements

Fellowship funds may not be used to support academic research or formal study toward an academic or professional degree.

HOW TO APPLY

The 2017-2018 deadline is Tuesday, November 1, 2016. The application will be available online in September 2016. Applicants will submit the form electronically through N.C. Arts Council Grants Online (GO). The system will accept all of your application materials, including work samples. Online submissions will be accepted until 11:59 p.m. on the deadline. Literature applicants must also mail four hard copies of their work samples to the N.C. Arts Council Mail Service Center address postmarked by the deadline.

If you don't have a computer at home, all public libraries have computers available for public use. Click here for the [statewide library directory](#).

REVIEW PROCESS

Arts Council staff reviews all of the applications for eligibility and completeness and prepares them for panel review. Discipline-based panels are assembled to review the applications and recommend the artists they consider most deserving of a fellowship. The panels' recommendations are then sent to the Secretary of Natural and Cultural Resources for approval. N.C. Arts Council staff does not participate in the assessment of applications, except for completeness, eligibility, and adherence to the guidelines.

The primary evaluation criterion is artistic excellence based on work samples submitted with the application. In making its final recommendations, the panel will also take into consideration the

description of the plans for use of the fellowship and how the grant will contribute to the artist's development.

We send letters to all of the applicants as soon as possible after approval is given, and in any case, no later than late July or early August of 2017, after the General Assembly passes a budget for the N.C. Department of Natural and Cultural Resources, and the N.C. Arts Council.

APPLICANT REGISTRATION

To get started, all artists will follow this link to the [Grants Online \(GO\)](#) website. There, the first step is to set up your applicant profile. This page provides us with your basic information, such as your name and ways to contact you during and at the conclusion of the process.

Our [Grants Online \(GO\)](#) online application system is new in 2016, so you will need to click "Sign Up" in the top right corner. Login credentials from the old AGO system are not valid in GO; you will also need to create new identifying user names and passwords for the new system. Check "Individual" when creating your profile. In the User Information fields, enter your name the way you would like to be listed on our records and in our application records. Your record will be alphabetized by the first letter of the name you enter in the Last Name field, so if you have a hyphenated or double last name, be sure to enter it in its entirety here. Fill in all the required information and click "Submit." You will then be directed to a page to accept the system's terms and conditions. After accepting the terms, you will officially be recorded in the GO system. When you return to GO, you can click the "Sign In" button.

If you need to update your profile information during this and future individual grant applications, you can click the profile icon  in the top right corner. Should any of your contact information change during the course of the review, please correct your profile in GO and email amy.hoppe@ncdcr.gov to update our records.

Once your profile is complete, click on "Dashboard." The "Open Application" tab is where you start a new application by selecting the Artist Fellowship. Once you have opened the application, it will now be located under the "My Data" tab on your "Dashboard."

NARRATIVE

Before you answer the narrative questions, you must answer several further identifying questions to ensure that your name is listed correctly and that your work will be reviewed by the appropriate panel.

Discipline: The discipline you select will determine the panel that reviews your application.

Genre/medium: The genre/medium should further describe the work samples you submitted.

You will also indicate if your application is a collaboration with one or more other people. Only one member of an artist team should submit an application for the group. Work samples should represent work by the members of the collaborative team or, ideally, work done as a team. Members of a team cannot submit separate fellowship applications to support their own work. Eligibility requirements apply to all members of the team. You should consult the appropriate program director prior to submitting a collaborative application.

Your narrative will address the following questions:

- How do you plan to use the fellowship?
- How will receiving a fellowship impact your artistic development?
- Why is it important that you receive a fellowship at this point in your artistic career?

You will answer each question in a separate text box, with a specified character limit. The total space available to respond to all three questions is roughly one typed page. A budget page is not requested.

Remember that the narrative is an essential part of your fellowship application. In responding to these questions, consider what a panelist, who has seen the work samples you submitted, will want to know about the direction and ambitions you have for your work. Additionally, financial need is not a criterion. Keep the focus on your work and the path you see your practice taking in the future, rather than on yourself or your financial need.

SUPPORT MATERIALS & WORK SAMPLES

All applications will require a PDF resume of no more than 4 pages. Some require supplemental support materials – like work sample forms and description pages. See your specific discipline for more information. Work samples are the most important part of your fellowship application. Fellowships are awarded primarily on artistic merit and your work samples are the only means panelists have to assess it. Samples should represent the best of your creative ability and be of the highest possible quality. Playwriting and screenwriting samples should be formatted according to professional standards. You must have created the work in the past three years.

You can find your discipline-specific requirements using our [Work Sample and Support Materials Interactive PDF](#) or read the requirements below.

Songwriting and Musical Composition

- PDF Résumé - no more than four pages emphasizing activities, employment, accomplishments, etc. related to your discipline.
- Two full length or partial audio works with a total combined running time not exceeding 10 minutes. An optional full length work of any duration may also be included. *
- PDF Work Sample Form with descriptions.
- Required supplemental information about audio files:
 - **For symphonic compositions**, please upload a PDF of the score for each recorded work you submit.
 - **For electronic and experimental compositions**, please upload a PDF of the score for each recorded work you submit. If you do not have a score, submit a technical statement describing the techniques, materials, and instruments used in the creation of the submitted work samples.
 - **For jazz compositions**, please upload a PDF of the score or lead sheet for each recorded work you submit.
 - **For songwriting**, please upload a PDF of the lyrics and instrumentation for each recorded work you submit. Instrumentation may be in the form of a score, a lead sheet, or sheet with chord progressions. Songs without lyrics will not be reviewed in this category.

*Audio samples can either be uploaded directly into the Grants Online system or a link to the work sample on a website like Sound Cloud can be copied and pasted into the [Work Sample Form](#). This form should be uploaded into the GO system as a PDF.

If you are uploading audio directly into the Grants Online system, please fill out the [Work Sample Form](#) and leave the URL space blank, but fill in the remaining information. Additional information can be a short annotation (no more than two sentences) that can explain features that may not be evident in the work sample. This can include the performance information (who is performing, where and when it was performed). Please do not use this space to interpret the work or describe its intended effect on the listener.

Literature

The following applies to all literature genres. Please continue reading to see additional genre-specific requirements.

Literature work samples must be:

- Uploaded in [PDF format](#).
- Typewritten and clearly readable.
 - Use a 12-point or larger font.
 - Include the page number in the upper right corner of each page.
 - Use 1" margins and follow the line spacing requirements described below for each literary form.
 - Do not submit more than the maximum number of pages that are allowed; excess pages will be removed.
- Completely free of your name, initials, address and any other identifying information. We use a blind review process to review work samples in the first round.
- In the literary form for which you are applying.
- From work that you have written within the past three years. You may submit published work, unpublished work, or work-in-progress.

Permissions

If the work is still under copyright, translations of poetry and adaptations of nontheatrical works for the stage or film must be accompanied by a written and signed permission from the copyright holder of the original, whether it's the publisher, author or another party. Please upload the permission as a support material.

Poetry

- PDF Résumé - no more than four pages emphasizing activities, employment, accomplishments, etc. related to your discipline.
- Two PDF work sample description pages. One with name and identifying info, one without. [Examples](#).
- 10 typewritten, single-column, single-spaced pages of poetry in PDF form. This can include:
 - A single 10-page poem, or
 - Several shorter poems, or
 - A section of a longer work, or
 - A combination of the above.

- For poems shorter than one page, please submit one poem per page. It is highly recommended that you do not submit fewer than 10 pages.

Upload a PDF of your work sample manuscript to your GO application and mail four identical paper copies, each stapled in the upper left-hand corner, to the Arts Council. (See below for Literary Mail-in Packet information).

Spoken-word performance artists may present their work in digital video or audio format. Work samples should consist of your original poetry performed by you in a solo performance(s). Audio and/or video samples should not exceed a total of 10 minutes in length, with a maximum of three total samples. DVD submissions will not be accepted. Use the [Work Sample Form](#) to copy and paste links of your video and/or audio samples from websites like Vimeo and YouTube. The form can then be uploaded to your application as a PDF.

Prose (fiction and creative nonfiction)

- PDF Résumé - no more than four pages emphasizing activities, employment, accomplishments, etc. related to your discipline.
- Two PDF work sample description pages. One with name and identifying info, one without. [Examples.](#)
- A minimum of 20 and maximum 30 typewritten, double-spaced pages of fiction, or short stories, or creative nonfiction
 - If you submit an excerpt, include within the 30-page maximum a one-page synopsis of the work as a whole.

Upload a PDF of your work sample manuscript and synopsis (if applicable) to GO. Mail four identical paper copies of your manuscript work sample, each stapled in the upper left-hand corner to the Arts Council. Include also four copies of your one-page synopsis, if appropriate. Do not staple the synopsis to the manuscript (See below for Literary Mail-in Packet information).

Playwrighting and screenwriting

- PDF Résumé - no more than four pages emphasizing activities, employment, accomplishments, etc. related to your discipline.
- Two PDF work sample description pages. One with name and identifying info, one without. [Examples.](#)
- A minimum of 20 and maximum of 30 typewritten pages, double- or single-spaced, taken from scripts for theatrical production, or scripts for film and television, or an adaptation of a nontheatrical work for the stage or for film.

Include within the 30-page maximum a one-page synopsis of the work as a whole. Follow industry standards when formatting your work sample. Script-formatting software is widely available, including [Final Draft](#), [MovieMagic Screenwriter](#), [Movie Outline](#), and [CeltX](#). Microsoft also has a [screenplay template](#) available for Word.

Upload a PDF of your manuscript work sample to GO. Mail four paper copies of your manuscript, three-hole punched and individually bound with [Acco #5 1.25 metal brads](#) to the Arts Council. Smaller brads may cause your manuscripts to come apart. (See below for Literary Mail-in Packet information).

Literary translations

- PDF Résumé - no more than four pages emphasizing activities, employment, accomplishments, etc. related to your discipline.
- Two PDF work sample description pages. One with name and identifying info, one without. [Examples.](#)
- A sample in the original language of the published work you propose to translate.
- Your translation of the published work
 - **Poetry:** 10 typewritten, single-column, single-spaced pages, or
 - **Prose:** a minimum of 20 and maximum of 30 typewritten, double-spaced pages, or
 - **Plays and screenplays:** a minimum of 20 and maximum of 30 typewritten, double-spaced pages.
- Summary Page: one-page summary describing the work, including: the compelling reason for your translation of the work into English and your credentials for the project.
- Permissions from the copyright holder, if applicable.

Upload a PDF of the work sample manuscript and original language version to GO. For mailing instructions, follow the same requirements for number of copies, length and binding described in the literary categories above for the manuscript work sample you will submit. (See below for Literary Mail-in Packet information).

Literary Mail-in Packet

Submit your completed application electronically online on the GO site by 11:59 p.m. on Tuesday, November 1, 2016. Then mail us the appropriate work samples, postmarked by November 1:

- 4 copies of your manuscript work sample, and
- 4 copies of your work sample description page, without your name and identifying info
- 1 copy of your work sample description page, including your name and identifying info
 - Work Sample Description Page

[Examples.](#)

If applicable, also send (unbound to manuscript):

- 4 copies of the adaptation or translation permission, and/or
- 4 copies of the summary page for translation submissions

Send the packet to:

Regular mail

Artist Fellowship Grants
North Carolina Arts Council
4632 Mail Service Center
Raleigh, NC 27699-4632

Hand-Delivered, FedEx or UPS-Delivered Packets (no weekend delivery):

Artist Fellowship Grants
North Carolina Arts Council
109 East Jones Street
Raleigh, NC 27601-1023

NCAC STAFF CONTACTS

For songwriting and musical composition applicants

Andrea Lawson

andrea.lawson@ncdcr.gov

(919) 807-6511

For literature applicants

David Potorti

david.potorti@ncdcr.gov

(919) 807-6512

For general and technical questions

Amy Hoppe

amy.hoppe@ncdcr.gov

(919) 807-6501

Guidelines are subject to change from year to year. Updated guidelines and online application forms for the current eligible categories are posted on the N.C. Arts Council's website by September each year.