ROBERT D. BECKMANN, JR.

Emerging Artist Fellowship Program

2023 Guidelines & Application Instructions

Application Release
Monday, August 8, 2022, 9:00 a.m

Application Deadline
Sunday, October 16, 2022, 11:59 pm

Application Portal
indyarts.gosmart.org
About the Program

The Robert D. Beckmann, Jr. Emerging Artist Fellowship Program awards two $3,500 fellowships each year to eligible and talented artists in music, dance, theater, literature, media, and/or the visual arts. The program consists of two distinct components.

The first component, a monetary award in the amount of $3,500, will be awarded for supplies, instruction, workshops, studio/rehearsal space, and/or other uses specifically related to the growth and development of the individual's artistic work.

The second component of the program involves a unique opportunity for connections and professional relationships within the arts community. Specifically, this includes:

- Quarterly "check-in" meetings with Arts Council staff
- Networking opportunities with previous Beckmann Fellows, Creative Renewal Arts Fellows, DeHaan Artist of Distinction Award Recipients, and other Arts Council connections
- A press release announcement
- Listing of name/discipline on Arts Council website

The Indy Arts Council fosters meaningful engagement in the arts by nurturing a culture where artists and arts organizations thrive. The Arts Council recognizes that a vibrant artistic community is built on a strong foundation of professional artists. As part of its mission, the Arts Council endeavors to support and nurture the development of emerging artists and provide opportunities for their artistic growth and development.

Robert D. Beckmann, Jr. was a founding board member of the Indy Arts Council in 1987. He was an active arts advocate, patron, and a performing and visual artist, as well as a community leader. Upon his death in 2001, he bequeathed funds to the Arts Council for the creation of a fellowship program to support emerging artists of all disciplines in central Indiana. The Robert D. Beckmann, Jr. Emerging Artist Fellowship Program, managed by the Arts Council, complements the Creative Renewal Arts Fellowship Program created by the Council in 1999 with ongoing generous support from Lilly Endowment. The Creative Renewal Arts Fellowship supports mid-career and advanced professional artists, many of whom could be called upon to act as a resource or expand their artist network. It is through the lasting generosity of Robert D. Beckmann, Jr. that we offer this fellowship opportunity to emerging artists throughout central Indiana.
Definition of an Emerging Artist

Who is an emerging artist? For the purposes of this fellowship program, we define an emerging artist as "an artist who shows exceptional promise, who has mastered the basic techniques in their art form, and who is attempting to launch a professional career in the arts." Quite simply, it is an artist who is professionally unrecognized but stylistically evolved.

Additional considerations of an emerging artist include:

1. Eligible artists who have been working in or pursuing their field for at least one year, but no more than three years.
2. Eligible artists must not be currently pursuing an undergraduate degree. (Those artists currently enrolled in a postgraduate degree while actively pursuing a professional artistic career are eligible.) Please note: there is no minimum education requirement to be eligible for this fellowship. Self-taught artists are welcome to apply!
3. Age of the artist is not a consideration. Individuals who are mid-career and have chosen to switch to an artistic pursuit in a professional capacity are eligible (see #1).
4. Eligible artists may have a part-time job at the time of application as long as they can demonstrate that they are pursuing their art form as a full-time career.

Eligibility Requirements

Read through these eligibility requirements carefully. These are general eligibility requirements. Everyone's situation is different. It is the responsibility of the applicant to make the case in the application for meeting the eligibility requirements.

1. You must currently live in the Indy Arts Council service area, which is made up of the following 8 counties: Marion, Morgan, Boone, Hamilton, Hendricks, Hancock, Johnson, or Shelby County.

2. You must be pursuing a full-time career in the arts (in the fields of dance, theater, music, literature, media arts, or visual arts) and must have been working in the arts for at least one year (not necessarily with the same art form), and less than three years.

3. You must live and/or work in one of the counties listed above for the duration of the 12-month fellowship, and intend to do so for at least two years following the conclusion of the fellowship activities. The Arts Council realizes that your life or career may unexpectedly take you out of the area following your award year. We do hope that, at minimum, this award encourages Beckmann Fellows to maintain a connection to the Indianapolis area and continue enriching the community regardless of where your career takes you.
Restrictions from Funding

Read through these restrictions carefully and tailor your application appropriately.

1. Funds cannot be used for tuition, fees, or expenses at any college, university, or other degree-granting institution.
2. Funds cannot be re-granted or redistributed to any other person, organization, or entity. See examples of qualifying redistribution below in Examples of Fellowship Activities.
3. Funds cannot be used for debt reduction, debt elimination, student loan payments, penalties, or litigation costs.

Amount of Fellowship Awards

The amount of the fellowship awards is determined by the funds bequeathed to the Arts Council by Robert D. Beckmann, Jr. Therefore, two (2) fellowships in the amount of $3,500 will be awarded each year. Payments will be made in two installments only: $2,500 and $1,000 according to the schedule under Fellowship Agreement on page 4. The fellowship is considered taxable income: each fellowship recipient will be required to submit an IRS W-9 form so that an IRS 1099 income statement can be issued by the Arts Council for the fellow’s tax records. All taxes and reporting of taxes will be the responsibility of the fellowship recipient.

Deadline for Applications

The final day to apply via indvarts.gosmart.org is Sunday, October 16, 2022 by 11:59 pm. Incomplete applications and/or applications not completed according to the instructions will be considered ineligible.

Examples of Fellowship Activities

The fellowship will be awarded for activities within calendar year 2023 (January 1 to December 31, 2023). Examples of possible fellowship activities include but are not limited to the following:

- Apprenticeships
- Exploration of a new body of work
- Artistry instruction
- Conference or workshop attendance
- Purchase of materials or supplies related to the artist’s work
- Rental of studio space or rehearsal space
Fellowship activities may be conducted anywhere it makes sense to do so, even outside of Indiana. Funds may be used for travel expenses, housing, and/or the equipment necessary to conduct proposed activities. Funds may also be used for materials necessary to create artwork in preparation for an exhibition or performance. Fellows will be responsible for making all arrangements and/or purchases for fellowship activities.

*Successful applicants have used the narrative to link their fellowship activities to their future career goals or underlying creative interests.*

### Evaluation Process & Selection Criteria

Fellowships will be awarded to applicants who are actively pursuing professional careers in the arts. A committee of arts professionals from the Indy arts community will review and evaluate the applications. The recommendations from the committee go to the Arts Council Board of Directors for final approval.

Committee members will make their decisions based on the application materials, work samples, attachments, and documentation. Applicants will be evaluated according to the following:

- Overall presentation of the applicant’s work and the demonstration of exceptional talent
- Applicant’s commitment to professional growth within their art form
- Contribution of the proposed activities to the artist’s career goals and artistic development
- Feasibility of the proposed project, including timeline, budget, and scope of activities

### Administration and Funding

All aspects of the Robert D. Beckmann, Jr. Emerging Artists Fellowship Program are administered by the Indy Arts Council. The fellowship program is funded through the Arts Council’s Robert D. Beckmann, Jr. Arts Fund with additional financial support from the Arts Council and individual contributions.

### Notification and Awards

Fellowship recipients will be notified of their selection by email by early-to-mid December 2022. Once the official awards announcement has been made, a fellowship agreement and an IRS W9 form will be provided to fellows to sign digitally through DocuSign.
Fellowship Agreement

Fellows must enter into a written agreement with the Indy Arts Council, which, when executed, has the legal effect of obligating the fellowship award, which states the rights and obligations of the parties. No fellowship funds will be awarded in the absence of a signed fellowship agreement.

The first fellowship payment ($2,500) will be made upon receipt of a signed fellowship agreement and all required forms. The final payment ($1,000) will be made upon completion, receipt, and approval of a final grant report including a budget summary.

Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>August 8, 2022</td>
<td>Application released (Online: indyarts.gosmart.org)</td>
</tr>
<tr>
<td>August 19, 2022 - 4 PM</td>
<td>Application workshop (Register here)</td>
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<tr>
<td>September 8, 2022 - 10 AM</td>
<td>Application workshop (Register here)</td>
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<tr>
<td>September 20, 2022 - 12 PM</td>
<td>Application workshop (Register here)</td>
</tr>
<tr>
<td>September 25, 2022 - 11:59 PM</td>
<td>Deadline for draft submission of applications</td>
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<tr>
<td>October 5, 2022 - 5 PM</td>
<td>Final application workshop (Register here)</td>
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<tr>
<td>October 14, 2022 - 4 PM</td>
<td>Last day to ask Grants staff questions (Friday)</td>
</tr>
<tr>
<td>October 16, 2022 - 11:59 PM</td>
<td>Deadline for final online submission of applications</td>
</tr>
<tr>
<td>October &amp; November 2022</td>
<td>Adjudication and determination of fellowships</td>
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<tr>
<td>Early to mid December 2022</td>
<td>Notification of fellowship awards</td>
</tr>
<tr>
<td>January 2023</td>
<td>First payments awarded</td>
</tr>
<tr>
<td>January 1 – December 31, 2023</td>
<td>Fellowship timeframe</td>
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Contact Information

Questions concerning the Robert D. Beckmann, Jr. Emerging Artist Fellowship Program which are not answered in the above guidelines should be directed to Nikki Kirk in the Community Investment Department at grants@indyarts.org or 317-631-3301.
Application Instructions

Grant applications and final reports can be accessed and completed online at indyarts.gosmart.org. This section includes information on how to (1) create an account on the online grant portal, (2) apply online, and (3) submit the online application.

(1) Creating an Account
To apply for the Robert D. Beckmann, Jr. Emerging Artist Fellowship, you must first create an online account. Follow the instructions below:

1. Visit indyarts.gosmart.org (Recommended web browsers: Google Chrome or Firefox).
2. Locate and click the link at the bottom of the Login page that says “New to the site? Click Here to create a new profile.”
3. Agree to the terms and fill out all Registration Content. Be sure to fill in all required information. Content that is followed by a red asterisk (*) is required.
4. Create a username and password. Be sure to write this information down; this is your login information.
5. Because you are applying for an individual artist grant, be sure to choose “Individual” when prompted with the question, “Please choose the type of profile you are creating.”

If you have any issues accessing your online application, refer to these additional instructions:
- Step-by-step Tutorials (PDF)
- Video Tutorials
- You may also call Arts Council Community Investment staff at 317-631-3301 or email grants@indyarts.org if you need additional guidance.

(2) Applying Online
Once you have registered an account on indyarts.gosmart.org you will be able to access the online grant application for the Robert D. Beckmann, Jr. Emerging Artist Fellowship. To access the application, first Sign In with your username and password. Next, click the “Current Programs & Applications” tab at the top of the screen. Click “START” next to the desired grant.

Periodically click “Save” as you work on your application, and click “Save” before moving to the next part of the application.

Applications do not have to be completed in one sitting. You may save your application and return to the online system to continue working on an application that is already in progress. To return to an application that is already in progress, click the “Current Programs & Applications” tab at the top of the screen; then select “EDIT” for the application you wish to work on. If you have any issues accessing your online application, refer to these additional instructions:
- Step-by-step Tutorials (PDF)
- Video Tutorials
- You may also call Arts Council Community Investment staff at 317-631-3301 or email grants@indyarts.org if you need additional guidance.

(3) Completing the Online Application
In this section of the application instructions, you will find detailed information on how to successfully navigate and complete the following five parts of the online application:
Robert D. Beckmann, Jr. Emerging Artist Fellowship Program

- **Part 1: Applicant Information**
- **Part 2: Proposal Narrative**
- **Part 3: Work Samples**
- **Part 4: Checklists and Certification**

**Part 1: Applicant Information**
In the first section of the application, fill out all required fields. Content that is followed by a red asterisk (*) is required. When asked to provide a brief description of your proposed fellowship, be concise (character limit: 500 characters). You will have the opportunity to expand upon your answer in the section labeled, Part 2: Proposal Narrative.

**Part 2: Proposal Narrative**
In this part of the application, you will answer four narrative questions. There is a maximum of 1,500 characters (including spaces) per question (approximately ½ page, single-spaced). **Tip for success: assume that the reader knows nothing about you or your work, but is familiar with the basics of your art form.**

**Formatting:** We recommend that you first compose your responses in a word processing program, then **copy & paste** your text into the appropriate text box on the online application form. If you choose to copy & paste your responses from a separate document, **do not** bold, italicize, underline, bullet, number, indent, embed hyperlinks or use any other formatting options available in external documents. Formatting will not transfer into the online grant system and will cause your text to become illegible. Check to make sure your content was pasted successfully into the text box.

**Narrative Questions:** The following questions will be answered in Part 2 of the application.

1. Describe your work. What do you do and why have you chosen to pursue this work?
2. If awarded the fellowship, how do you propose to use the funds? How will these activities support or further your career as an artist?
3. As an emerging artist, what specific professional experiences, connections, and/or relationships would be helpful to push your career to the next level?
4. Relating to your artistic career, what aspirations do you have over the next five years?

**Part 3: Work Samples**
In Part 4 of the application, you will upload a variety of support materials. Please be sure to upload all of the required information including:

- **Professional Resume/CV (PDF):** no longer than 3 pages detailing your professional experience
- **Professional Documentation (2; PDF):** two pieces that may include articles, letters of support, programs, reviews, or anything concerning your professional experience. *Scanned documents are acceptable.*
- **Work Samples (up to 10 total):** Please provide up to 10 examples of recent work (created within the last year) that best represent you and your work. You can select files to upload including images, documents, audio clips, and videos. *Please submit each work sample as a separate file.* Please title and give a brief description for each work sample (see below for more information).
Helpful Information:

- You may provide any combination of images, documents, audios, and videos as long as you do not exceed 10 work samples. For example, you could include 2 video clips, 3 audio clips, one image, and a 4-page writing sample submitted as a PDF document.
- Be sure to carefully choose your work samples. Make sure the samples are high quality.
- Choose the work samples that you think best reflect you as an artist.

Work Samples MAY Include:

- Up to 10 digital images (jpg or jpeg) – see below for information on image quality
- Up to 10 video clips/links of up to 5 minutes long in total (mp4, mov, mpg, mpeg, mxf, or wmv) – see below for detailed instructions on submitting video work samples
- One media compilation of up to 5 minutes long (mp4, mov, mpg, mpeg, mxf, or wmv) – see below for detailed instructions on submitting video work samples
- Up to 10 brief audio clips (mp3, wav, aif, or wma)
- Writing samples, musical scores, poems, or excerpts of up to 10 pages long in total (pdf) – clearly indicate which passages or pages to be reviewed

There are free ways to make any of the above file types. If you have trouble deciphering any of the above file types, please visit fileinfo.com.

Work Samples MAY NOT Include:

- Microsoft Office documents (i.e. Word, Excel, PowerPoint, Publisher, etc.) Please upload PDF documents instead. You can convert to PDF from the ‘Save As’ function of your office software.

Image Work Samples:

- All work sample images should be high quality photographs of your work.
- File Size: The application system automatically resizes any image that is between 1921 and 10,000 pixels on the longest side. Make sure that the uploaded images are each at least 1921 pixels on the longest side. If you need support, we recommend using this free online image editing software: https://pixlr.com/x/

Video Work Samples: (please note that dancers and theater artists are required to submit video(s) for the work sample requirement)

- Please note: If you would like to submit a link to your work samples (Youtube, Vimeo, Soundcloud, etc.) Copy and paste the link with a short description on a PDF and add it to the document section of your file uploads.
- Time Limit: Please submit up to 5 minutes in video samples. You may submit up to 10 video clips of up to 5 minutes total, or one 5-minute media compilation.
- File Size/Resolution: Please keep in mind the online system can accept up to 500 megabytes (MB) in uploads. This includes your resume, professional documentation, and all work samples. If your video file exceeds 500 MB, try re-encoding the video using this free video editor: Hand Brake (https://handbrake.fr/). This application is compatible with Windows and Mac. Choose at least the 720p preset. (Go to the Toggle presets button in the upper right hand corner.) This will reduce the file size greatly and retain quality. For a HandBrake tutorial, go to this website:

For additional work sample support and tips, go to:
https://creative-capital.org/2018/06/18/applying-for-grants-choosing-work-samples/

Work Samples Upload Instructions
Please read these instructions carefully before uploading your support material. Below you will find information on how to upload files, how to title and describe your uploads, as well as what file types are acceptable.

How to Upload Files
1. To upload your files, navigate to your Media Library tab. If you are on a Work Samples Page, you can click the "Attach" button(s), then click the "Upload New Media File" button.
2. Click the buttons of the file type (Images, Audio, Video, or Written Documents) you would like to upload to your Work Samples Portfolio.
3. Upload the files you would like to include in any of your applications.
4. When you are ready to attach files from your Media Library to the appropriate application, navigate to Current Programs & Applications.
5. START or EDIT the Robert D. Beckmann, Jr. Emerging Artist Fellowship application and find "Part 4: Supporting Documents" page.
6. Click Attach [File Type] button for the corresponding file types.
7. Check the box next to the desired item(s).
8. Click Save then Close Window and ensure that the item(s) appear at the bottom of the Work Samples page.
9. To remove work samples from an application, click Attach [File Type] and deselect the check box next to the item you’d like to remove.

Upload Titles
When uploading your support material, please give each file a clearly defined title so that panelists may distinguish your uploads between your Professional Resume/CV, Professional Documentation samples, and Work Samples. For example, title your Resume as "John Doe's Resume" and your first Professional Documentation sample as "Professional Documentation #1: Letter of Support." For your first Work Sample, you may choose to title it "Work Sample #1." These are just suggestions. Please title your files as you see fit, and make sure that panelists know which type of support material that they are reviewing.

Upload Descriptions – REQUIRED FOR WORK SAMPLES
When uploading your support material, in addition to providing a title for your file, you have the opportunity to write a brief description. You are only required to provide upload descriptions for your Work Samples. Include as much information about each work sample as possible including but not limited to: names/titles of pieces, medium, dimensions, year completed, and any other pertinent information.
Part 4: Checklists and Certification
Before submitting your application, please go through the online checklist to ensure that you submit an eligible, complete, error-free application.

Certification:
All applicants must complete this certification by adding their name in the appropriate box.
I, the undersigned, certify that:
1. The foregoing information is true and correct.
2. I have read the guidelines for the Robert D. Beckmann, Jr. Emerging Artist Fellowship and agree to comply with the guidelines.
3. I agree to comply with all applicable local, state, and federal regulations.