



ROBERT D. BECKMANN, JR.

Emerging Artist Fellowship Program

2024 Guidelines & Application Instructions

Application Release

Monday, August 7, 2023, 10:00 a.m

Application Deadline

Monday, October 9, 2022, 12:00 pm (noon)

Application Portal

indyarts.grantplatform.com

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About the Arts Council

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.

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 funding 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 program, also, involves an opportunity for connections and professional relationships within the arts community. Specifically, this includes:

- Quarterly check-ins with Arts Council staff
- Networking opportunities based on your individual interests and needs
- A press release announcement
- Listing of name/discipline on Arts Council website

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. 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 one installment of \$3,500 at the start of the fellow contract in January 2024. 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 indyarts.grantplatform.com is **Monday, October 9, 2023 by 12:00 pm (noon)**. 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 2024 (January 1 to December 31, 2024). 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, 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 December 2023. 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, shares the legal parameters of the rights and obligations of the fellowship parties. No fellowship funds will be awarded in the absence of a signed fellowship agreement.

The fellowship payment (\$3,500) will be made upon receipt of a signed fellowship agreement and all required forms. The fellow will also be required to complete a final grant report.

Timeline



August 7, 2023

Recorded

Every other Tuesday

September 17, 2023 - 11:59 PM

October 9, 2023 - 12:00 PM

Application released (Online: indyarts.grantplatform.com)

Application workshop (Watch [here](#))

Office hours (Register [here](#)) or email grants@indyarts.org

Deadline for **draft** submission of applications

Noon Deadline for final online submission of applications



October & November 2023	Application review and determination of fellowships
Early December 2023	Notification of fellowship awards
January 2024	First payments awarded
January 1 – December 31, 2024	Fellowship timeframe

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 <https://indyarts.grantplatform.com/>. 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

If you do not have an online account in our grants portal, you must first create an account for your organization. Follow the instructions below:

1. Visit <https://indyarts.grantplatform.com/> (Recommended web browsers: Google Chrome or Firefox).
2. Fill out your contact information in the “**Register**” column in the middle of the home page. *You may also register with Google, LinkedIn, or Facebook by clicking the links at the bottom of the page.*
3. Create an account for your organization by filling out the Contact and Organizational Information. Be sure to fill in all required information. Be sure to fill out all information noted that is required as an **Organization**.
4. Create a **password** for the organization to complete the application and final report. Be sure to write this information down. This is your login information.

If you have any issues creating an account, refer to these additional instructions:

<https://help.goodgrants.com/hc/en-gb/articles/4405817472271-Ultimate-guide-for-applicant-s>. You may also call Arts Council Community Impact 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 <https://indyarts.grantplatform.com/>, you will be able to access the online grant application. To access the application, first Sign In with your email and password. Next, scroll down to find the “Annual Grants Program” application. To apply for the grant, click “Start application” under the Annual Grants Program application. Click “Save and next” to move 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, scroll down on your homepage to the “My applications” section, and click the application name you’d like to edit.

If you have any issues accessing your online application, refer to these additional instructions: <https://help.goodgrants.com/hc/en-gb/articles/4405817472271-Ultimate-guide-for-applicants>

You may also call Arts Council Community Impact 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 guidelines and application instructions, you will find that the application is split into the following main parts:

- Eligibility Checklist
- Demographic Information
- Project Narrative
- Support Materials

Each part below coincides with each part of the online application. Each part has a set of detailed instructions. Please read this section carefully before beginning your online application.

Start Here Tab

Under the Start Here section, fields will be pre-populated. The only field to complete here is the “application name” - please **insert your artist name** in this section.

Eligibility Check

Before filling out the application, you will need to complete the eligibility check to ensure you are eligible for the DeHaan Artist of Distinction Award program (*please refer to the eligibility requirements on page 2*). After responding to the questions on the page, please click the green “Check Eligibility” button at the bottom of the page.

- *If you are eligible for the grant*, you will now be allowed to complete the remaining steps of the application.
- *If you are not eligible*, you will not be able to fill out the application. If you have any questions about your eligibility, please contact grants@indyarts.org.

Demographic information

You will be asked to provide information on your demographic profile, including race/ethnicity, gender identity and/or gender expression, pronouns, age range, and identification as a part of the LGBTQIA+ community, disability community, and military community. We ask this information to ensure our application processes are equitable. While required, these questions have a “prefer not to say” option for applicant’s to select as needed.

Part 2: Proposal Narrative

In this part of the application, you will answer four narrative questions. We recognize that individuals are best able to share their stories in various formats depending on their experience,



comfortability, or personal preference. The Arts Council would like to support those differences, so we invite you to share your responses in video, audio, or written format.

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: You will be asked how you wish to share your responses (written, video, or audio).

- **Written:** If you are writing your responses, we recommend that you first compose them 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.
- **Video or Audio:** Please note the max file size for a video or audio file is 500MB. This should be plenty of space for your responses, but please contact us if you have any issues.

Narrative Questions: The following questions will be answered in Part 2 of the application. Please be as specific as possible to provide context for our review panel.

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 3 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):** up to 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.*

Helpful Information:

- We do not accept Microsoft Office documents (Word, Excel, Powerpoint, etc.) **Please upload PDF documents instead.** You can convert to PDF from the 'Save As' function of your office software. There are free ways to convert any file types. If you have trouble deciphering any of the above file types, please visit fileinfo.com.



- You may also include all links to YouTube, Vimeo, or other video hosting websites in replacement of video files if you prefer. If your video requires a password, please be sure to provide that information in the “Extra” description below the link.
- You may provide any combination of images, documents, audio, and videos as long as you **do not exceed 10 total** work samples. **For example**, you could include 4 video clips and 6 images as documentation.
- 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.

To attach support materials to your application:

- Click on the **Select Attachments** or **Add link or video** buttons and select the desired items
- Click **Upload**
- Repeat for each media type
- Ensure that you see your media appears on the page

Upload Titles

You will not be able to change the file title after uploading, so please make sure your file name is clear as to what document is being shown. Please give each file a clearly defined title so that the review panel may understand your uploads. For example, title your work sample as "2022 work - [TITLE]". *This is a suggestion. Please title your files as you see fit.*

Image Work Samples: All work sample images should be high quality photographs of your work.

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

For additional work sample support and tips, go to:

<https://creative-capital.org/2018/06/18/applying-for-grants-choosing-work-samples/>