

# DeHaan Artist of Distinction Award

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## 2019 Guidelines & Application Instructions

**Application Release:** January 9, 2019

**Application Deadlines:** Quarterly, beginning February 22, 2019  
4:30 PM

**Application Portal:** [indyarts.gosmart.org](http://indyarts.gosmart.org)



**ARTSCOUNCIL**  
OF INDIANAPOLIS

924 N. Pennsylvania Street  
Indianapolis, IN 46204  
317.631.3301  
[www.indyarts.org](http://www.indyarts.org)



## DeHaan Artist of Distinction Award Program

*Quarterly Deadlines, beginning February 22, 2019, 4:30 pm*

### About the Program

The Arts Council of Indianapolis 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 also includes a strong foundation of professional visual artists. As part of its mission, the Arts Council works with local foundations to support and nurture the careers of visual artists. In 2017, the Christel DeHaan Family Foundation (CDFF) and the Arts Council of Indianapolis (ACI) will create and pilot a new juried artist grant/award program to provide quick turnaround project funding for professional artists in Indiana that promotes, celebrates, recognizes, and rewards excellence. The aim of the program is to recognize Contemporary visual artists and support their exceptional projects. The program will further elevate the awareness of artistic excellence and professionalism in Indianapolis. Entitled the DeHaan Artist of Distinction Award, this new funding program will be offered annually and be administered by the Arts Council of Indianapolis and funded by the Christel DeHaan Family Foundation.

The **DeHaan Artist of Distinction Award Program** will honor up to five Contemporary visual artists with grants of up to \$10,000 each year for aspirational visual arts projects. Each project must demonstrate an immediate need for the requested funds and be completed within the stated deadline. It is intended to allow a high-tolerance for risk and exploration and will provide support of an artist's creative practice that will help her/him push their work in dynamic ways. Each artist will submit a final report at the end of the process, and each artist must participate in a final public exhibition of their work, if selected for the curated exhibition. Recipients will be required to document the project with images and reflections regarding the impact of the project on his/her artistic development and how the project brought something new to the field of visual art.

### Eligibility Requirements

Read through these eligibility requirements carefully for the *DeHaan Artist of Distinction Award Program*. These are general eligibility requirements. Each individual's situation is different. It is the responsibility of the applicant to make the case in the application for meeting the eligibility requirements. *Artists will be eligible to receive additional awards, but not in concurrent years. Artists will be required to wait one year in between awards.* Listed below are the eligibility requirements both for artists and projects.

## ARTIST ELIGIBILITY

1. Must have 5 years documented experience demonstrating excellence and innovation (quality solo exhibitions, national exposure and/or experience, critical reviews, residences, awards, fellowships, etc.).
2. Must have lived and/or worked in one of the following eight counties for a minimum of three consecutive years at the date of application: Marion, Morgan, Boone, Hamilton, Hendricks, Hancock, Johnson, or Shelby County.
3. Must reside and/or work in one of the above counties listed above for at least one year following the conclusion of the award activities.
4. Must have generated consistent income over the past five years through your work in the field of visual art.
5. Must not have received a DeHaan award within the last 12-months at time of application. Preference is given to artists who have not previously received an award.
6. Artwork must be Contemporary, meaning the artist is creating innovative, forward thinking, and challenging work that brings something new to the field of visual art. All visual arts media are eligible.

## PROJECT ELIGIBILITY

1. Can be either a new or existing project that supports an artist's professional or creative practice.
2. Must be aspirational and innovative.
3. Must occur and conclude within 12 months of execution of signed agreement.
4. Must be able to share the results of the project through submission of a Final Report.
5. Awardees must agree to participate in a professionally curated group show at Gallery 924 at the Arts Council in September 2019.
6. Must further the applicant's artistic endeavors and/or propel her/his career.

## Restrictions from Funding

1. Funds cannot be used for tuition or tuition expenses at any college, university, or degree-granting institution.
2. Funds cannot be regranted or redistributed to any other person, organization, or entity.
3. Funds cannot be used for debt reduction, debt elimination, student loans, penalties, or litigation costs.

## Amount of DeHaan Award

The maximum amount of a *DeHaan Artist of Distinction Award Program* grant is \$10,000 and up to five awards will be presented annually. Payments will be made in two installments **only**: 80% for the first payment and 20% for the second payment according to the schedule under *Award Agreement* on page 4. Each grant 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 awardee's tax records. **All taxes and reporting of taxes will be the responsibility of the award recipient.**

## Deadline for Application

All applications, attachments, and work samples will be submitted online and will be accepted throughout the year. **Incomplete applications to the *DeHaan Artist of Distinction Award Program* will be considered ineligible.** Applications delivered in person or sent by fax or e-mail will not be accepted. Applications will be reviewed quarterly. The following dates represent the adjudication panel deadlines. Applications may be submitted at any time, but are due by 4:30 pm on the following dates in order to be included in the next adjudication meeting. Those dates are:

February 22, 2019  
May 31, 2019  
August 23, 2019  
November 29, 2019

**Please note that all applications are subject to availability of funds.**

## Examples of Award Activities

Support will be awarded for *DeHaan Artist of Distinction Award Program* activities occurring within a 12-month period. There is no minimum time frame. Examples of possible projects and initiatives include but are not limited to the following:

- Instruction
- Exploration of a new body of work
- Participation in a national event/exhibition
- Purchase of materials or supplies related to a specific project
- Travel & shipping of artwork for exhibition

Project activities may be conducted anywhere. Funds may be used for travel, 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. Awardees will be responsible for making all arrangements and/or purchases for grant activities. Award funds **may not** be used for tuition at degree-granting institutions.

## Selection Criteria

An online selection panel including qualified representatives from the Christel DeHaan Family Foundation, the Arts Council of Indianapolis, and visual art professionals representing the broad diversity of central Indiana will make the award determinations through an online process. Selection criteria will include:

- The quality of the artistic work (30%)
- Proposed project is aspirational and innovative (30%)
- The strength of the proposed project and its relation to his/her work (20%)
- Documented successful work in the field (10%)
- The intended impact on the applicant's professional career (10%)

## Administration and Funding

The *DeHaan Artist of Distinction Award Program* is administered by the Arts Council of Indianapolis and funded entirely by the Christel DeHaan Family Foundation.

## Notification

*DeHaan Artist of Distinction Award Program* grant recipients will be notified of their selection by email within 15 business days of the quarterly deadlines (Feb. 22, May 31, Aug. 23, and Nov. 29, 2019). Once the award is accepted, Arts Council staff will execute two DeHaan Award agreements, an IRS W-9 form, and two payment vouchers to be signed and returned to the Arts Council to trigger the preparation of the first payment. Award recipients will be announced each quarter within 15 business days of the deadline.

Upon selection of the award recipient(s), those applications that were not successfully funded will be reopened so that applicants can make edits to their original application and re-submit for a future deadline.

## Workshops

The Arts Council will offer several information sessions to assist artists in the understanding and preparation of the DeHaan Artist of Distinction Award Program. Workshop attendance is not required. The content of each *DeHaan Artist of Distinction Award Program* workshop is the same. If you wish to attend a workshop, please RSVP to Rishard Allen ([rallen@indyarts.org](mailto:rallen@indyarts.org)) at 317-631-3301. *The workshops are scheduled to take place at the Arts Council, 924 N. Pennsylvania Street.*

- Winter 2019 Workshop: Thursday, January 31, 2019, 5 pm
- Spring 2019 Workshop: Thursday, April 25, 2019, 5 pm
- Summer 2019 Workshop: Thursday, July 25, 2019, 5 pm
- Fall 2019 Workshop: Thursday, October 31, 2019, 5 pm

## Award Agreement

*DeHaan Artist of Distinction Award Program* recipients must enter into a written agreement with the Arts Council of Indianapolis, which, when executed, has the legal effect of obligating the grant award, and which states the rights and obligations of the parties. No funds will be awarded in the absence of a signed agreement.

The first grant payment (80% of total award) will be made upon receipt of a signed grant agreement and all required forms. The final payment (20% of total award) will be made upon completion, receipt, and approval of a final grant report **including a budget summary**.

## Publicity Materials

Awardees must agree to provide a headshot or other appropriate photograph of themselves as well as images and/or video samples of work completed during the project experience and any other documentation of their grant supported activities for publicity purposes, use on the Arts Council's website, and online artist directory. The Arts Council and the Christel DeHaan Family Foundation reserve the right to use selected images or products generated from awardee activities for use in documentation of and promotion for the *DeHaan Artist of Distinction Award Program*.

## Contact Information

Questions concerning the *DeHaan Artist of Distinction Award Program* which are not answered in the above guidelines should be directed to:

Rishard Allen  
Grant Services & Education Partnerships Coordinator  
317-631-3301 ext. 219  
[ljing@indyarts.org](mailto:ljing@indyarts.org)

# Application Instructions

Grant applications and final reports for the **DeHaan Artist of Distinction Award Program** must be accessed and completed **online** at [indyarts.gosmart.org](http://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 *DeHaan Artist of Distinction Award Program*, you must first create an online account. Follow the instructions below:

1. Visit [indyarts.gosmart.org](http://indyarts.gosmart.org) (Recommended web browsers: [Google Chrome](#), [Safari](#), 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** for the individual that will be completing the application for your school. Be sure to write this information down; this is your login information. If you want multiple people to work on a single application, they will all need to **login with the same username and password**.
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 creating an account, refer to these additional instructions: [https://drive.google.com/file/d/0B5G9AL\\_9NGD5Vmd1THBYWU5vSIU/view](https://drive.google.com/file/d/0B5G9AL_9NGD5Vmd1THBYWU5vSIU/view). You may also call Arts Council Grant Services staff at 317-631-3301 if you need additional guidance.*

## (2) Applying Online

Once you have registered an account on [indyarts.gosmart.org](http://indyarts.gosmart.org) you will be able to access the online grant application for *DeHaan Artist of Distinction Award Program*. 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. Select “START” or “EDIT” for the application item you wish to work on. *If you have any issues accessing your online application, refer to these additional instructions: [https://drive.google.com/file/d/0B5G9AL\\_9NGD5Vmd1THBYWU5vSIU/view](https://drive.google.com/file/d/0B5G9AL_9NGD5Vmd1THBYWU5vSIU/view). You may also call Arts Council Grant Services staff at 317-631-3301 if you need additional guidance.*

## (3) Submitting the Online Application

In this section of the application instructions, you will find detailed information on how to successfully navigate and submit the following five parts of the online application:

- **Part 1: Applicant Information**
- **Part 2: Budget Tables**
- **Part 3: Proposal Narrative**
- **Part 4: Work Samples**
- **Part 5: Submission Checklist 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: *1,500 characters*). You will have the opportunity to expand upon your answer in the section labeled, Part 3: Proposal Narrative.

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**Applicant Name:**

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**Mailing Address:**

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**City/State/Zip:**

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**County of Residence:** **Evening Phone:**

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**Email:** **Day Phone:**

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## Demographic Profile

### Race/Ethnicity

- Asian
- Black/African American
- Hispanic/Latinx
- Middle Eastern or North African
- Native American
- Native Hawaiian or Other Pacific Islander
- White
- Multiracial
- Other
- Prefer not to answer.

### Gender Identity

- Female
- Male
- Genderqueer/Non-binary
- Other
- Prefer not to answer.

### Please select your preferred pronouns:

- She, her, hers, herself
- He, him, his, himself
- They, them, their, themselves
- Ze/zie, hir, hers, himself
- Other
- Prefer not to answer.

### Age

- Under 30
- 30 – 44
- 45 – 60
- Over 60
- Prefer not to answer.

## Part 2A: Proposal Amount

Complete the project budget tables in Parts 2A and 2B. **Please note that in 2A, the award request may not exceed \$10,000.**

Proposal	Proposal Amount
Arts Council Request:	\$

## Part 2B: Project Expenses

Complete the project budget tables in Parts 2A and 2B. **In 2B, you have the ability to customize the “project expenses” fields to fit your needs.** Click on the text boxes in the left column and enter text that describes your expenses for the project (ie. materials, travel, etc.). If a line item needs further explanation, please indicate with an asterisk and use Part 2C of the application to explain (ie. Materials\*). The left column should only include short expense descriptions, and the right column should include expense amounts.

Project Expenses	Expense Amount
	\$
	\$
	\$
	\$
<b>Total Expenses:</b>	\$

## Part 2C: Project Budget Notes (3,300 character limit)

Use this field to further explain your project budget, and explain any differences in the grant request and the project expenses. Detail any line items that require additional information. Ensure that your line item descriptors are clear. Take advantage of this opportunity to provide clarity beyond just the numbers. Be sure that the budget ‘matches’ the narrative. This means that the story that you tell in the narrative and the story that is presented in your budget should be the same.

## Part 3: Proposal Narrative

In this part of the application, you will answer five narrative questions. Please be conscientious of the character limits for each question. Characters **do** include spaces. ***Assume that the reader knows nothing about you or your work.***

**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 Microsoft Word, **do not** bold, italicize, underline, bullet, number, indent, embed hyperlinks or use any other formatting options available in Microsoft Word. Formatting will not transfer into the online grant system and will cause your text to become illegible. Because the system allows you to format your text (i.e. bold, italicize, underline, embed hyperlinks, etc.) within the online application form, please format your text **after** you have pasted the text. Check to make sure your content was not parsed when you pasted into the text box.

**Narrative Questions:** The following questions will be answered in Part 3 of the application.

1. Briefly describe your career as a professional artist. (3,300 character limit)
2. What is your proposed project? How will you do it? (5,000 character limit)
  - a. Include an overview of project activities and how you will carry it out. Consider what, where, when, and how.
3. How is this project or initiative forward thinking, and challenging work that brings something new to the field of visual art? (5,000 character limit)
4. What distinguishes this project and makes it more aspirational than previous work? (5,000 character limit)
5. How will you measure this project’s impact on your career? (3,300 character limit)

## Part 4: Work Samples

In Part 4 of the application, you will upload a variety of support material. Please be sure to upload all of the required information including:

- **Professional Resume/CV**: no longer than 3 pages detailing your professional experience
- **Professional Documentation (up to 2 total)**: Submit up to two pieces that may include articles, letters of support, programs, reviews, or anything concerning the applicant's professional experience. *Scanned documents are acceptable.*
- **Work Samples (up to 10 total)**: Please provide **up to 10** examples of recent work that best represent you and your work. The work samples will be viewed during the panel proceedings. 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 page 9 for more information).

### Work Samples May Include:

- Up to 10 digital images (jpg or png) – see below for information on image quality
- Up to 10 video clips/links of up to 5 minutes long in total (mp4, mpg, or PDF) – see below for detailed instructions on submitting video work samples
- Up to 10 brief audio clips (aac or mp3)

### Work Samples May NOT Include:

- Microsoft Office documents (i.e. Word, Excel, PowerPoint, Publisher, etc.) **Please upload PDF documents instead.**

### Digital Image Samples:

- **Number Limit**: No more than 10 images
- **Quality**: All work sample images should be professional quality photographs of your work. If you need a referral to a professional photographer or videographer who specializes in working with artists, please visit [indyarts.org/artists/artist-resources](http://indyarts.org/artists/artist-resources), then click on [Vendors List](#).
- **File Size**: All images must be 72 dpi; and on screen should not generally exceed 800 pixels by 800 pixels. Images can be no larger than 1MB each.

### Video Work Samples:

- **Time Limit**: Please submit up to 5 minutes in video samples. You may submit up to 10 video clips/links of up to 5 minutes total, or one 5-minute media compilation.
- **Video File (mpg, mp4) vs. Video Link (PDF)**: The online system allows you to submit *no more than one* video file (mpg or mp4). If you would like to submit more than one video for your work sample requirement, you may submit one video file (mpg or mp4) and hyperlink(s) to YouTube (submitted as a PDF document). You may also submit all hyperlinks to YouTube and no video files (mpg or mp4) if you prefer. If your YouTube video requires a password, please be sure to provide that information within the PDF document or the upload description. (Please do not submit links to Vimeo; YouTube only.)
- **File Size/Resolution**: Please keep in mind the online system can accept **up to 100 megabytes (MB)** in uploads. This includes your resume, professional documentation, and all work samples. If your video file exceeds 100 MB, try re-encoding the video using this free video editor: [Hand Brake \(https://handbrake.fr/\)](https://handbrake.fr/). This application is compatible with Windows and Mac. Choose at least the 720p pre-set. (Go to the Toggle pre-sets button in the upper right hand corner.) This will reduce the file size greatly and retain quality. For a Hand Brake tutorial, go to this website: <http://www.ocfreaks.com/handbrake-complete-tutorial-part-1-transcode-compress-videos/>.

### Other 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 Page Instructions

Please read these instructions carefully before uploading your work samples. 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 **Manage Work Samples** tab. If you are on a Work Samples Page, you can click the "Image Bank" 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 Work Samples bank to the appropriate application, navigate to **Current Programs & Applications**.
5. **START** or **EDIT** the DeHaan Artist of Distinction Award Program application and find "Part 4: Work Samples" page.
6. Click the **Make Selection** 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.

### 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 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.

- Example:
  - Title: Work Sample #1
  - Description: Searching

### Acceptable File Types

The following are the acceptable file types for your support material uploads:

- **Image:** jpg, png (72 dpi)
- **Document:** pdf (Remember: please do NOT submit Microsoft Office files)
- **Audio:** aac, mp3
- **Video:** mp4, mpg, or pdf (with live hyperlinks to YouTube)

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](http://fileinfo.com).

## **Part 5: Submission Checklist and Certification**

Before submitting your application on [indyarts.gosmart.org](http://indyarts.gosmart.org) please go through the following checklist to ensure that you submit a complete, error-free application.

### **Checklist**

The following application pages should be correct and without error. The checklist below is for your own personal use. You will be required to check four boxes within the online application before submitting your application.

- ✓ Part 1: Applicant Information – Applicant has filled out all required fields
- ✓ Part 2: Budget tables – Applicant has completed the budget tables for their project
- ✓ Part 3: Proposal Narrative – Applicant has answered all questions pertaining to their project with clear, descriptive responses
- ✓ Part 4: Work Samples – applicant has submitted a professional resume/CV, up to two forms of professional documentation, and up to 10 work samples

### **Certification**

**I, the undersigned, certify that:**

- 1. The foregoing information is true and correct.**
- 2. I have read the guidelines for the DeHaan Artist of Distinction Award and agree to comply with the guidelines.**
- 3. I agree to comply with all applicable local, state, and federal regulations.**

First Name:

Last Name:

Date: