

# DeHaan Artist of Distinction Award

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## 2021 Guidelines & Application Instructions

**Application Release:** January 4, 2021

**Application Deadlines:** Quarterly, beginning February 12,  
2021 4:30 PM

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



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

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# DeHaan Artist of Distinction Award Program

*Quarterly Deadlines, beginning February 12, 2021, 4:30 pm*

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## 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.

## 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.

# 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 be a visual artist, inclusive of art forms such as painting, drawing, printmaking, sculpture, ceramics, photography, textiles, and digital/new media.
2. Must have 5 years documented experience demonstrating excellence and innovation (quality solo exhibitions, national exposure and/or experience, critical reviews, residencies, awards, fellowships, etc.).
3. 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.
4. 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.
5. Must have generated consistent income over the past five years through your work in the field of visual art.
6. 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.
7. 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.

## 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, tentatively for September 2022.
6. Must further the applicant's artistic endeavors and/or propel her/his career.
7. Must submit at least one work sample for artistic documentation.

## 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 re-granted 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.
4. Funds cannot be used toward the production of a short or feature-length film.

## 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 determined in each awardee's grant agreement. 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 Applications

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 12, 2021  
May 14, 2021  
August 6, 2021  
November 12, 2021

For those applicants interested in having a preliminary draft of their application reviewed by the Grant Services team, the draft review deadlines are as follows (two weeks before application deadlines):

January 29, 2021  
April 30, 2021  
July 23, 2021  
October 29, 2021

**Please note that draft reviews are optional and 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:

- **Quality of the Artistic Work (30%)**  
Artist demonstrates strong technical skills and craft in the execution of their work. Combination of aesthetics, technical skill, and delivery is engaging emotionally, intellectually, and spiritually. Artist has an authentic relationship/connection to the content/community involved in the work. Work samples display a clear and consistent identity for the artist.
- **Aspirational and Innovative Components of Proposed Project (30%)**  
Artist proposes a project that is new, fresh, and challenges and/or innovates on their current body of work and adds something noteworthy to the visual arts field, both locally and non-locally.
- **Strength of Proposed Project and Relation to Work (20%)**  
Artist should propose a strong project concept and demonstrate how they will reasonably and realistically move toward project completion. Project should build upon their current body of work and their artistic skills.
- **Documented Success in the Field (10%)**  
Artist demonstrates that they have achieved a high level of success and recognition within their respective art form through exhibition history, other awards and fellowships, residencies, education, commissions, sales, contracted

work, public art, etc.

- **Intended Impact on Applicant's Career (10%)**

Artist demonstrates that the proposed project will have a positive impact on the trajectory of their career, both artistically and professionally, leading to more opportunities, acclaim, public attention, and/or some other metric of success.

## 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. 12, May 14, Aug. 6, Nov. 12, 2021). 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 following the execution of their paperwork.

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 register to attend using the links below. *All workshops will take place virtually via Zoom unless otherwise stated.*

- [Wednesday, January 20, 2021, 5 pm](#)
- [Wednesday, April 21, 2021, 5 pm](#)
- [Wednesday, July 14, 2021, 5 pm](#)
- [Wednesday, October 20, 2021, 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:

**Grant Services Department**

317-631-3301

[grants@indyarts.org](mailto:grants@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.

## 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, Firefox, or Safari)
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 completing the application. 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 creating an account, refer to these [additional instructions](#). You may also call Arts Council Grant Services staff at [grants@indyarts.org](mailto:grants@indyarts.org) if you need additional guidance.*

## 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](#). You may also call Arts Council Grant Services staff at [grants@indyarts.org](mailto:grants@indyarts.org) if you need additional guidance.*

## 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 (*1,500-character limit*). 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:**

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**Email:**

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**Phone Number:**

### Demographic Profile

#### Race/Ethnicity

- Asian or Asian American
- African American or Black
- Hispanic or Latina/Latino/Latinx
- Middle Eastern or North African
- Native American or Alaska Native or Indigenous or First Nations
- Native Hawaiian or Pacific Islander
- White or Caucasian or European American
- 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, hirs, hirself
- 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.**

<b>Proposal</b>	<b>Proposal Amount</b>
<b>Arts Council Request:</b>	<b>\$</b>

**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.

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

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

Use this field to further explain your project budget. 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 includes punctuation and 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. Describe your proposed project. Provide an overview of the project's primary activities and how you will successfully move toward project completion. (5,000-character limit)
3. How is your project artistically and conceptually excellent? How does it both challenge and contribute something new or noteworthy to the field of visual art? (5,000-character limit)
4. Why is this project compelling? How does it push the boundaries of your current work? (5,000-character limit)
5. How would you like this project to impact your career both artistically and professionally and how will you measure that impact? (3,300-character limit)

### Part 4: Support Materials

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 (PDF):** no longer than 3 pages detailing your professional experience
- **Professional Documentation (PDF; 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 **at least one and up to 10** examples of recent work that best represent you and your work. You can select files to upload including images, documents, 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:

Type	Video	Images
Max # Allowed	10	10
Max Size Each Sample*	250 MB	250 MB
Allowable File Types	MP4, MOV, MPG, MPEG, MXF, WMV, or PDF (for links)	JPG or JPEG
Other Details	Total length for all videos should be no more than 5 minutes (e.g. Video 1 is 3 minutes and Video 2 is 2 minutes)	All work sample images should be professional quality photographs of your work (preferably 72 dpi)

### Other Helpful Information:

- You may also submit all hyperlinks 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 within the PDF document or the upload description.
- You may provide any combination of images, documents, and videos as long as you **do not exceed 10** 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.

### Work Samples May NOT Include:

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

### 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.

### To attach support materials from your Media Library:

- Click on the Attach buttons and check the desired items
- Click Save
- Repeat for each media type
- Ensure that you can see your media at the bottom of the page and that you can view the details if you click on the thumbnail

### **If you have not yet uploaded support materials to your Media Library:**

- Click on the Attach buttons for the desired Media Library
- Select Upload a New Media File from the dropdown that appears
- Upload your desired file using Select your file
- Give your file name a clear title
- Click Upload File
- If you'd like to upload a new file, click Add button and repeat steps 3-5
- Once complete, click Return to Application in upper-right hand corner

### **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, JPEG
- **Document:** PDF (Remember: please do NOT submit Microsoft Office files)
- **Video:** MP4, MOV, MPG, MPEG, MXF, WMV, or PDF (with live hyperlinks to YouTube/Vimeo/etc. in Document Library)

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: Support Materials – Applicant has submitted a professional resume/CV, up to two forms of professional documentation, and at least one 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: