

Robert D. Beckmann, Jr.

**Emerging Artist
Fellowship Program**

2019 Guidelines & Application Instructions

Application Release: Monday, April 22, 2019, 9:00 am

Application Deadline: Friday, June 21, 2019, 4:30 pm

Application Portal: indyarts.gosmart.org



**ARTSCOUNCIL
OF INDIANAPOLIS**

924 N. Pennsylvania Street
Indianapolis, IN 46204
317.631.3301
www.indyarts.org



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Deadline for online submission: June 21, 2019

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 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 Arts Council of Indianapolis in 1987. He was an active arts advocate, patron, 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, created and 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, which supports mid-career and advanced professional artists, many of whom are in an excellent position to serve as a resource for or mentor an emerging artist. It is through the lasting generosity of Robert D. Beckmann, Jr. that we offer this fellowship opportunity to emerging artists throughout central Indiana.

The **Robert D. Beckmann, Jr. Emerging Artist Fellowship Program** awards two \$3,500 fellowships each year to qualified and talented artists in music, dance, theatre, 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 or rehearsal space, or other uses specifically related to the growth and development of the artist'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:

1. Introduction to the leadership of the arts community at the Start With Art luncheon
2. Press release announcement and listing of name/discipline on Arts Council website
3. Invitation to network with Creative Renewal Fellows at one of their regular meetings
4. Periodic "check-in" meetings with Arts Council staff and the other Beckmann fellow

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:

1. Eligible artists will have been working in or pursuing their field for **at least one year**, but no more than three years. Preference will be given to artists who have been out of school for at least one year.
2. An artist who is not currently pursuing an undergraduate degree. Those artists pursuing an advanced degree while pursuing a professional artistic career are eligible.
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. An artist who may have a "day job" at the time of application but can demonstrate that he/she is pursuing their art form as a full-time career.

Eligibility Requirements

Read through these eligibility requirements carefully. 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.

1. You must currently reside in one of the following counties: Marion, Morgan, Boone, Hamilton, Hendricks, Hancock, Johnson, or Shelby County.
2. You must be pursuing a professional career in the arts (in the fields of dance, theatre, music, literature, or visual arts) and must have been working in the arts for **at least one year** (not necessarily with the same art form).
3. You must reside in one of the counties listed above for at least two years following the conclusion of the fellowship activities. The Arts Council realizes that, as an emerging artist, it is possible that your career may take you out of the area following your award period. We do hope that, at minimum, this award encourages Beckmann Fellows to maintain a connection to the 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 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.

Amount of Fellowship Awards

The amount of the fellowship awards are 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. 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 submit this application via indyarts.gosmart.org is **Friday, June 21, 2019 by 4:30 pm**. Incomplete applications and/or applications not submitted according to the instructions will be considered ineligible.

Examples of Fellowship Activities

The fellowship will be awarded for activities in calendar year 2020 (January 1 to December 31, 2019). There is no minimum time frame. Examples of possible fellowship activities include but are not limited to the following:

- Apprenticeships
- Exploration of a new body of work
- 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. 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 or performance. Fellows will be responsible for making all arrangements and/or purchases for fellowship activities. Fellowship funds **may not** be used for tuition at degree-granting institutions.

Successful applicants should link their fellowship activities to their future career goals or underlying creative interests in the narrative.

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 Arts Council's staff will adjudicate applications. The recommendations from the committee go to the Arts Council Board of Directors for final approval.

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

- Overall excellence of the applicant's work and the demonstration of exceptional talent
- Commitment to professional growth and the applicant's 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
- Connection of the proposed work / fellowship activities to the applicant's artistic career goals

Finalists may be interviewed by the selection committee prior to final selection in order to tailor a professional development/mentoring experience.

Administration and Funding

All aspects of the ***Robert D. Beckmann, Jr. Emerging Artists Fellowship Program*** are administered by the Arts Council of Indianapolis. The fellowship program is funded through the Arts Council's Robert D. Beckmann, Jr. Arts Fund with additional financial support from the Arts Council, various arts organizations, community partners, and individual contributions.

Notification and Awards

Fellowship recipients will be notified of their selection by mail by August 16, 2019. Formal announcement of the fellowship recipients will be made at the Arts Council of Indianapolis' annual *Start with Art* luncheon on Friday, August 30, 2019. The fellows will be asked to attend the luncheon as guests of the Arts Council and be publicly recognized during the event. Once the official awards announcement has been made, a fellowship agreement, an IRS W-9 form, and payment vouchers will be mailed to fellows to complete and return.

Timeline



April 22, 2019:

Application released (*Online*: indyarts.gosmart.org)

May 15, 2019, 5:00 pm:

Application workshop at the Arts Council of Indianapolis*

June 12, 2019, 10:00 am:

Application workshop at the Arts Council of Indianapolis*

June 21, 2019, 4:30 pm:

Deadline for online submission of applications

July 2019:

Adjudication and determination of fellowships

Late August 2019:

Notification of fellowship awards

August 30, 2019:

Announcement of fellows at *Start with Art*

January 2020:

First payments awarded

Jan. 1 – Dec. 31, 2020:

Fellowship timeframe

Workshop attendance is not required. Please **RSVP to Rishard Allen (rallen@indyarts.org, 317-631-3301) if you wish to attend. The workshop will take place at the Arts Council, 924 N Pennsylvania Street, unless otherwise stated.*

Fellowship Agreement

Fellows must enter into a written agreement with the Arts Council of Indianapolis, which, when executed, has the legal effect of obligating the fellowship award, and 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**.

Publicity Materials

Fellows must agree to provide a headshot or other appropriate photograph of themselves as well as images, music and/or video samples of work completed during the fellowship experience, and any other documentation of their fellowship activities for publicity purposes, use on the Arts Council's website and artist database. The Arts Council reserves the right to use selected images or products generated from fellowship activities for use in documentation for the **Robert D. Beckmann, Jr. Emerging Artist Fellowship Program**.

Meetings

Fellows are **required** to participate in a series of meetings convened by the Arts Council throughout the fellowship period.

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:

Rishard Allen
Grant Services & Education Partnerships Coordinator
317-631-3301, rallen@indyarts.org

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](#), [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**. 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: 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 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, please refer to these additional instructions: 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: Proposal Narrative**
- **Part 3: Project Budget**
- **Part 4: Work Samples**
- **Part 5: 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 per question (approximately ½ page, single-spaced). 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. 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 2 of the application.

1. Describe your work. Why do you do what you do?
2. If awarded the fellowship, how do you propose to use the funds? How will these activities bolster 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, where do you see yourself in five years?

Part 3: Project Budget

Complete the project budget table in Part 3. **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.). The left column should only include short expense descriptions, and the right column should include expense amounts.

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 (2):** 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 (created within the last year) that best represent you and your work. The work samples will be viewed for the first time 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 below for more information).

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.**

Image Quality:

- All work sample images should be professional quality photographs of your work.
- *File Size*: The system automatically resizes any image that is between 1921 and 10,000 pixels on the longest side. All images in that range are uploaded successfully but converted to 1920p on the longest side (and size constrained on the shorter side). 1920 pixels is the standard width of 1080p displays, a common display for many screens - though with people using several forms of computers, laptops and mobile devices, there isn't much of a *standard* any longer *and* the pixel size no longer has much to do with how it is viewed. At the same time of this conversion, a 500x500 pixel web version is created; this is the version that is viewed by panelists.

Video Work Samples:

- *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 250 megabytes (MB)** in uploads. This includes your resume, professional documentation, and all work samples. If your video file exceeds 250 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/>.
- *Performing Artists*: Dancers and theatre artists are required to submit video(s) for the work sample requirement. For additional work sample instructions for performing artists, go to: https://indyarts.org/resources/item/grant-writing-tips-supplemental-materials-for-performing-artists?category_id=316

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 Submission 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 **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 Robert D. Beckmann, Jr. Emerging Artist Fellowship application and find "Part 4: Work Samples" 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 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 5: Checklists and Certification

Before submitting your application, please go through the eligibility checklist and applicant checklist to ensure that you submit an eligible, complete, error-free application.

Certification

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.