



2020 Guidelines & Application Instructions

Application Release: Thursday, May 16, 2019 9:00 am

Application Deadline: Friday, August 16, 2019, 4:30 pm

Application Portal: indyarts.gosmart.org



Creative Renewal Arts Fellowship Program

About the Program

The Arts Council of Indianapolis believes that a continued investment in our artists and arts administrators benefits central Indiana's overall cultural climate. Established in 1987, the Arts Council provides support to artists and arts organizations in the form of grants, workshops, and technical assistance.

In 1999, the Arts Council of Indianapolis unveiled the ***Creative Renewal Arts Fellowship Program***, a bi-annual initiative designed to re-energize and revitalize the individuals who form the core of the central Indiana arts community. The fellowship funds can be used for research, instruction, conferences, apprenticeships, travel, or other experiences that help the recipient explore their artistry and creative journey.

This year, the Arts Council of Indianapolis will celebrate the Creative Renewal Arts Fellowship Program's eleventh round of awarded fellowships. Since its inception, the Arts Council of Indianapolis, through a generous grant from Lilly Endowment Inc., has awarded over 400 fellowships totaling more than \$3,000,000 to artists and arts administrators in all artistic disciplines. **In 2019, the Arts Council of Indianapolis will award forty (40) \$10,000 Creative Renewal Arts Fellowships.**

The fellowship is distinct from professional development opportunities because it focuses on personal renewal with the belief that the entire community will benefit through investments in individuals in the creative community. It is similar to the concept of a sabbatical that the academic community has developed to keep the educational community infused with new energy. It is, however, vastly different from a typical artist project grant – it is designed specifically to address the pursuit of creative renewal without the constraints of budgets or sometimes even specific project outcomes. The only outcome required is creative renewal.

Examples of Fellowship Activities

Fellowship activities must occur between January 1, 2020 and June 30, 2021 as determined by the applicant. There is no minimum time frame. Examples of possible fellowship activities include but are not limited to the following:

- Apprenticeships
- Exploration of new ideas
- Pursuit of new or familiar avenues of artistic expression
- Research and/or instruction
- Conferences or retreats

Fellowship activities may be conducted anywhere in the world. Funds may be used for travel, housing, and/or the equipment necessary to conduct proposed activities. 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 in all previous rounds linked fellowship activities to their current work, career goals, or underlying creative interests. In short, the proposed activities were presented within the context of current and past work and the personal/professional goals of the applicants.

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 have lived and/or worked in 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.
2. You must either be a professional artist or an arts administrator who has been working in the arts for **at least ten years** (not necessarily in the same position, with the same organization, or with the same art form). Artists must be actively pursuing a career in the arts. Arts administrators must be working full-time in a nonprofit arts and culture organization.
3. The "arts" includes the fields of dance, theatre, media arts, music, literature, visual arts, folk arts, or multi-disciplinary art forms. You must have generated the majority of your income over the past three years through your work in one or more of these disciplines.
4. Fellows from round one through round seven (1999 - 2011) are eligible to apply again. **Renewal grants are limited to a maximum of two fellowships**, and applicants from rounds eight, nine, and ten (2013, 2015, and 2017) are also not eligible.

Each applicant must apply in either the professional artist or arts administrator category. If applying as an arts administrator (or you are an artist employed full-time by a non-profit arts organization):

- You must receive authorization from your employer if your proposed fellowship activities require a leave of absence. It is expected that fellows who take a leave of absence will return to their place of employment upon completion of fellowship activities.
- Preference will be given to applicants who have worked in their institutions for four years or more.
- There is no limit to the number of individuals that may apply from a single organization; however, no more than two individuals from any one organization will be awarded fellowships.

Amount of Fellowship Awards

Forty (40) fellowships in the amount of \$10,000 each will be awarded. Payments will be made in two installments **only**: \$8,000 and \$2,000 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 Application

The final day to submit your application is **Friday, August 16, 2019 by 4:30 pm**. Only applications submitted through indyarts.gosmart.org will be accepted. NO paper applications will be accepted. Incomplete applications and/or applications not submitted according to the instructions will be considered ineligible. **For application submission instructions, refer to page 5 of this document.**

Evaluation Process & Selection Criteria

Fellowships will be awarded to applicants who are professionally and actively engaged in the performance, teaching, exhibition, production, or administration of the arts. Applications will be adjudicated by out-of-state panelists. The recommendations from the panelists 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:

- The quality of the artistic work
- The strength of the proposed fellowship activities and its relation to their work
- The connection of the applicant's proposed renewal experience and past/future work
- The intended impact on the applicant's personal/professional renewal

A variety of art careers and art forms will be represented in the fellows chosen. This fellowship program is intended to renew the creative energy of full-time arts professionals who have been pursuing their careers in the arts for at least the past ten years.

Administration and Funding

All aspects of the **Creative Renewal Arts Fellowship Program** are administered by the Arts Council of Indianapolis, Inc. The fellowship program is funded solely through a grant from Lilly Endowment Inc.

Notification and Awards

Fellowship recipients will be notified of their selection by mail by the end of November 2019. Formal announcement of the 40 fellows will also be made by the Arts Council of Indianapolis by the end of November 2019. Once the official awards announcement has been made, an official award letter, a fellowship agreement, an IRS W-9 form, and payment vouchers will be mailed to fellows to complete and return.

Timeline



May 16, 2019:

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

June 5, 2019, 10 am

Application Workshop*

July 31, 2019, 5 pm

Application Workshop*

August 2, 2019, 5 pm

Deadline to submit draft for review

August 16, 2019, 4:30 pm:

Deadline for submission of applications (*Online*)

Oct. - Nov. 2019:

Adjudication and determination of fellowships

By Dec. 2019:

Approval of fellowships by Arts Council Board of Directors

Notification and announcement of fellowship awards

Jan. 1, 2020 – June 30, 2021:

Fellowship Activity Period (18 months)

Summer 2021:

Fellowship exhibition and performance event

**Workshops are optional and will take place at the Arts Council of Indianapolis (924 N. Pennsylvania St.) The same material will be covered during each workshop. RSVP required: rallen@indyarts.org*

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 (\$8,000) will be made upon receipt of a signed fellowship agreement and all required paperwork. The final payment (\$2,000) will be made upon submission and approval of a final grant report, as well as participation in the final presentation event for the community. The final report packet includes submission of materials needed for the Creative Renewal catalog which will be released during the final presentation event.

Public Presentation and Final Report

Fellows must participate in a public presentation about their experiences. The Arts Council of Indianapolis will coordinate and host a group exhibition and performance opportunity for the 40 fellows to present their fellowship experiences to the general public. Final payments will not be issued without participation in some form of public presentation. Additionally, fellows will be required to submit a final report of their activities upon completion of the fellowship experience and participation in the public presentation.

Catalog and Website

Fellows must provide a high-resolution headshot and other appropriate photographs as documentation of their fellowship activities for use in the program catalog and online. The Arts Council reserves the right to use selected images or products generated from fellowship activities for use in the catalog of the ***Creative Renewal Arts Fellowship Program***.

Meetings

Fellows are invited to participate in three or four meetings convened by the Arts Council throughout the fellowship period. These meetings are intended to expand the scope of the experience from an individual to the community and to generate creative synergy, new ideas, and collaborations.

Contact Information

Questions concerning the ***Creative Renewal Arts Fellowship Program*** which are not answered in this document should be directed to:

Rishard Allen
Grant Services & Education Partnerships Coordinator
Arts Council of Indianapolis
924 N. Pennsylvania Street
Indianapolis, IN 46204-0246
Phone: 317-631-3301
rallen@indyarts.org

Application Instructions

This year, 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 **Creative Renewal Arts Fellowship Program**, you must first create an account on indyarts.gosmart.org. Please 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**.
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 *2020 Creative Renewal Arts 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. 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. You may also call Arts Council Grant Services staff at 317-631-3301 if you need additional guidance.

(1) 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 four parts of the online application:

- **Part 1: Applicant Information**
- **Part 2: Proposal Narrative**
- **Part 3: Support Material**
- **Part 4: Submission Checklist**

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: 750 characters). You will have the opportunity to expand upon your answer in the section labeled, Part 2: Proposal Narrative. In this part of the application, you must also certify that you meet the stated eligibility requirements for this fellowship. If you do not meet the eligibility requirements, you are ineligible to apply for this fellowship.

Part 2: Proposal Narrative

In this part of the application, you will answer four narrative questions that are divided into two categories: artist or arts administrator. **You only need to answer the questions for the category in which you are applying.** If you received a Creative Renewal Fellowship in the first through seventh rounds (1999, 2001, 2003, 2005, 2007, 2009, or 2011) and are applying again, you are required to answer two additional questions (see questions under heading, "Previous Recipient"). **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 indecipherable.

Narrative Questions: The following questions will be answered in Part 2 of the application. You will have a limit of **1,500 characters** per question (approximately ½ page, single-spaced). Remember, you only need to answer the questions for the category in which you are applying.

ARTIST

1. Describe your work. Why do you do what you do? How have you generated the majority of your income through your work in the arts over the past 3 years (e.g. performances, exhibitions, sales of artwork, teaching an art form, or any combination of these)?
2. What is your plan for creative renewal?
3. What is the link between your current work, your proposed fellowship, and the effect of the proposed fellowship on your future work?
4. How will this process renew you personally? How will this process inspire you professionally? What makes your proposed creative renewal experience so important for you to undertake at this time?

ARTS ADMINISTRATOR

1. Describe your experiences as an arts administrator and why you are working in this field. Include your guiding philosophy, or particular challenges or opportunities you face as an arts administrator and how this affects where you are today.
2. What is your plan for creative renewal?
3. What is the link between your current work, your proposed fellowship, and the effect of the proposed fellowship on your future work?
4. How will this process renew you personally? How will this process renew you professionally?

How will this experience make you a better arts administrator?

PREVIOUS RECIPIENT

If you received a Creative Renewal Fellowship in the first through seventh rounds (1999, 2001, 2003, 2005, 2007, 2009, or 2011) and are applying again, you are required to answer these additional two questions:

1. Describe your previous Creative Renewal Fellowship experience. Include specifics about what you did, where you went, and what you learned.
2. What is the link between your previous fellowship award and this proposal? How did your first fellowship inform/inspire this 2017 proposal? If applicable, how will this experience build upon your previous creative renewal work?

Part 3: Support Material

In Part 3 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
- **Print Documentation (2):** two pieces that may include articles, brochures, letters of support, printed programs, reviews, or anything concerning applicant professionally or personally, or pertaining to the fellowship request
- **Authorization for Leave of Absence Form (if applicable):** If the fellowship requires a leave of absence, an artist/arts administrator employed by a nonprofit arts organization must obtain authorization by the institution's Chief Executive Officer. If the applicant is the organization's Chief Executive Officer, authorization must come from the Board President/Chair. It is expected that fellows will return to employment upon completion of the fellowship.
 - *If your fellowship requires a leave of absence, please download the form provided, obtain the proper signature, and submit it in the section of the online application labeled Part 3: Support Material: [CRAF2020 Leave of Absence Form.pdf](#)*
- **Work Samples (up to 10):** It is important to submit examples of recent work (*created within the last three years*) that best represent you and your work. The work samples will be viewed for the first time during the panel proceedings.

Work Samples May Include:

- Up to 10 digital images (jpg, png), copies of designs or sketches (jpg, png)
- Video files (mp4, mpg, or pdf (with live hyperlinks to YouTube or Vimeo))
- Audio files (aac, mp3)
- Up to 10 passages or pages of writing samples, musical scores, poems, or excerpts (pdf)
- **For arts administrators:** Work plans, projects, programs, or other activities for which you either directed, created, or in which you had a major role

Work Samples May **NOT** Include:

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

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 “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 2020 Creative Renewal Arts Fellowship application and find “Part 3: Support Materials” 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 Frame**” and ensure that the item(s) appear at the bottom of the Work Samples page.

Removing Work Samples from Application

Select “Attach” under the appropriate file type. Deselect the checkbox next to the work sample you’d like to remove. Click “Save” and “Close Frame” to ensure items have been removed.

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.

Part 4: Submission Checklist

Before submitting your application on indyarts.gosmart.org, please go through the following checklist to ensure that you submit a complete, error-free application.

- Part 1: **Applicant Information** – all required fields have been answered
- Part 2: **Proposal Narrative** – applicant has clearly answered all required question
- Part 3: **Support Material** – applicant has submitted a Professional Resume/CV, 2 forms of Print Documentation, signed Authorization for Leave of Absence Form (*if applicable*), and up to 10 Work Samples
- Part 4: **Submission Checklist** – applicant has ensured that all application materials are complete and without error