



Rhode Island State Council on the Arts
<http://www.arts.ri.gov>
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RISCA FELLOWSHIP GUIDELINES

Fellowships encourage the creative development of artists by enabling them to set aside time to pursue their work and achieve specific creative and career goals. Fellowship and Merit awards are based solely on artistic merit, and are highly competitive. Awards are selected through an anonymous panel review of submitted work samples. Artists are encouraged to apply when they have created a substantial body of work that they are prepared to present in a professional manner. If you have any questions about this program or the application, please contact Mollie Flanagan at mollie.flanagan@arts.ri.gov.

Deadlines

Fellowship deadlines are April 1 and October 1 of each year, based on discipline:

April 1 deadline:

- Crafts
- Film & Video
- Folk Arts (see separate requirements in the [Folk Arts Fellowship Guidelines](#))
- Fiction
- Poetry
- Playwriting/Screenwriting
- Photography
- Three-Dimensional Art

October 1 deadline:

- Choreography
- Drawing & Printmaking
- Music Composition
- New Genres
- Painting

Fellowship applications must be submitted online and all artistic work samples *must be received online* by 11:59pm on April 1 or October 1. If the deadline falls on a weekend or holiday, the deadline will be 11:59pm on the next business day. If any work samples need to be submitted by hard copy, they must arrive at RISCA offices by 4:30pm on the deadline. Late or incomplete applications will not be reviewed.

Eligibility

- You must be a United States citizen or Green Card holder and a current, legal resident of the State of Rhode Island.
- You must have established legal residence in Rhode Island for a minimum of twelve consecutive months prior to the date of application and you must be a current legal resident of the State of Rhode Island at the time that grant funds are disbursed. Rhode

Island State Law (§44-30-5) defines a "resident" as someone "who is domiciled in this state" or "who is not domiciled in this state but maintains a permanent place of abode in this state and is in this state for an aggregate of more than one hundred eighty-three (183) days of the taxable year." If an individual selected for a grant award is no longer a resident of the State of Rhode Island when funds are to be disbursed, the grant award may be withdrawn.

- You must be at least eighteen years of age.
- Students attending high school or students pursuing undergraduate or graduate degrees in an arts discipline or an arts-related subject area at the time of application may not apply.
- You must be the primary creative force behind the work.
- The work you submit must be created by you, as an individual artist, not as part of a collective, group, or duo.
- You may only submit work completed in the three years prior to the date of application. Choreography, Film & Video, and Music Composition may submit work completed in the five years prior to the date of application.
- You may only submit work you consider completed, works in progress are not eligible.
- You may submit the same work samples for a Fellowship and a Project Grant for Individuals, if you are applying for both.
- You may not submit the same work samples for Fellowship applications in two different disciplines. To apply for more than one Fellowship Award, you must submit completely different artworks for each application. Different excerpts from the same piece do not constitute separate work. Work samples or materials used as the basis for awarding a past Fellowship or Merit Award may not be used in a new application in any Fellowship category.

RISCA staff, Council members, and their spouses and immediate relatives are ineligible to apply for RISCA funds.

Fellowship grant recipients will be ineligible to apply in the same category for two deadlines following receipt of an award (example, if you applied on October 1, 2017 and received a fellowship, you may not apply again until October 1, 2020). Recipients of Merit Awards may apply at subsequent deadlines. Prior recipients of RISCA funds may not apply unless all past due final reports for previous grants and Fellowships have been submitted.

Funding Conditions

The following conditions for funding apply to all Fellowship applicants:

- One \$5,000 Fellowship and one \$1,000 Fellowship Merit Award are granted in each discipline annually. The Council reserves the right to increase or decrease either the amount or the number of awards granted in any given year.
- Grants awarded by the Rhode Island State Council on the Arts are provided by the Rhode Island State General Assembly and the National Endowment for the Arts, a federal agency, on behalf of the citizens of Rhode Island. For that reason Fellowship recipients must credit the Rhode Island State Council on the Arts on all printed material where funders and supporters are listed and on all printed programs.
- All RISCA grant awards are contingent upon the availability of funds from the Rhode Island State General Assembly and the National Endowment for the Arts.
- Grant applications are considered on a competitive basis. No applicant is guaranteed funding at any level, even if all basic criteria have been met.

Review Process

All application materials are reviewed by staff to determine compliance with eligibility and submission requirements. RISCA staff may call upon applicants or grantees to furnish proof of their eligibility.

A panel consisting of one in-state member, one out-of-state member, and a third regional (not to exclude Rhode Island) member chosen for their involvement, mastery, and accomplishments in the particular arts discipline reviews each applicant's artistic work samples. RISCA employs a blind review process designed to protect the anonymity of the applicant and to guarantee assessment purely on the basis of the artistic merit of the artworks submitted- the panelists will not know the identity, background, or experience of any applicants.

In the crafts, 3 dimensional art, photography, drawing & printmaking, and painting categories, the panelists will view work sample submissions on a large television screen in the RISCA offices. For all other categories, the panelists will review the work sample submissions on their personal computers ahead of the panel review session, and then look at it on a large television screen in RISCA offices while making their final decisions.

The panel will recommend a Fellowship Winner and a Fellowship Merit Award Winner. Panels are strongly encouraged to recommend awards, but reserve the right to decline to make a recommendation if they feel that no application warrants a Fellowship or a Merit Award.

The panel's recommendations are presented to the Council for approval. Notification of grant awards will be made approximately 2 to 3 months after the application deadline. Be aware that there is no guarantee that the process will move according to this schedule, and it may take more time to review and award grants at certain times of the year.

Once a grant has been awarded, applicants should understand that the grant processing procedure is lengthy. Applicants should be aware of this possibility and plan their cash flow accordingly.

Review Criteria

Applications will be evaluated on the basis of artistic quality, as defined within the context of each individual arts discipline. Since panels assess Fellowship applications solely on the review of work samples such as manuscripts, jpegs, and recordings, applicants should submit the best quality work samples possible. It is the applicant's responsibility to ensure that work samples are prepared and submitted adequately to RISCA for panel review. Please note that an entirely new panel is convened each year, and panelists can only serve on any RISCA panel once every three years.

How to Apply

You must apply through our online application system. To register and access applications, go to <http://www.arts.ri.gov/ind-apply>. A guide to the Fellowship application questions is available for download by following [this link](#).

Work Samples

Work samples will be reviewed in the order they are submitted, which should match the Work Samples List. In the Work Samples List, include the title, medium, dimensions, year of completion, and additional information as required below. If any other clarification about each artwork is necessary for the panel to understand what they are seeing or hearing, no more than one line per work sample should be added for clarification. For example, if a painting is on a three-dimensional surface or if a musical composition incorporates sections of improvisation, that may be briefly noted.

Work samples must be prepared and submitted according to the specifications listed below. Because the review process is completely anonymous, the fellowship applicant's name must not

be appear within or on any images, videos, manuscripts, or sound files that the panel will review.

RISCA encourages the submission of work in languages other than English. However, if non-English literary works are submitted, the applicant must also provide an English translation of each work, along with information identifying the translator.

Choreography

Samples may include any dance discipline (such as modern dance, ballet, hip-hop, Latin dance, etc), but must consist of a deliberately composed dance sequence which is part of a meaningful whole. The Choreography Fellowship awards accomplishment in the art of choreography rather than performance. Submit two to three works completed within the past five years. The Work Samples List must include title, year of completion, duration of total piece, and number of performers for each piece. If applicable, also include title and composer of the musical score.

Crafts

Crafts include, but are not limited to, the manipulation of materials such as clay, wood, metals, fiber, glass, etc. Submit a minimum of 8, maximum of 10, jpegs, up to 2MB each, of work completed in the last 3 years. Detail or installation views may be included, however the application may not exceed 10 images total.

Drawing and Printmaking

For works such as pencil, ink, charcoal, conte crayon, pastels, lithography, aquatint, mezzotint, woodcut, linocut, etching, intaglio, monotype, silk-screen, and all other printmaking techniques, submit a minimum of 8, maximum of 10, jpegs, up to 2MB each, of work completed in the last 3 years. Detail or installation views may be included, however the application may not exceed 10 images total.

Film and Video

Submit up to 15 minutes of total footage, from work completed in the last five years. The Work Samples List must include the title, year of completion, any special techniques used, and the applicant's role/s in each film. The name of the applicant should not appear within the films themselves; please block out your name in the opening and closing credits.

Poetry

Manuscripts should consist of a maximum 15 pages, containing work completed in the last three years. Manuscripts should be presented in professionally formatted, typewritten form; photocopies from journals or books will not be accepted. The Work Samples List must include whether the work is part of a larger text, part of a series, a complete manuscript, etc.

Fiction

Manuscripts should consist of a maximum of 30 pages of a complete work, excerpt of a novel, or short stories, completed in the last three years. Manuscripts should be presented in professionally formatted, typewritten form; photocopies from journals or books will not be accepted. The Work Samples List must include whether the work is part of a larger text, part of a series, a complete manuscript, etc.

Playwriting/Screenwriting

Manuscripts should consist of a complete full-length play or screenplay, completed in the last three years. Manuscripts should be presented in professionally formatted, typewritten form; photocopies from journals or books will not be accepted.

Music Composition

Submit a minimum of two and maximum of three musical works representing original compositions completed within the past 5 years. Corresponding musical scores or sheet music may be uploaded as PDFs, your name may not appear anywhere on the score.

Painting (such as oil, acrylic, tempera, encaustic, watercolor, and gouache)

Submit a minimum of 8 and maximum of 10 jpegs, up to 2MB each, of work completed in the last three years. Detail or installation views may be included, however the application may not exceed 10 images total.

Photography

Submit a minimum of 8 and maximum of 10 jpegs, up to 2MB each, of work completed in the last three years. Detail or installation views may be included, however the application may not exceed 10 images total.

Three-Dimensional Art (such as sculpture and environmental work)

Submit a minimum of 8 and maximum of 10 jpegs, up to 2MB each, of work completed in the last three years. Detail or installation views may be included, however the application may not exceed 10 images total.

New Genres

This category includes work that does not fall within the other Fellowship categories. New Genres may integrate more than one arts discipline; work may be interactive or incorporate new technologies and innovative processes. It includes, but is not limited to: performance art, conceptual modes, audio art (other than music composition), multi-media works, and other experimental interdisciplinary art forms. The applicant must be the primary artistic force behind the work, not a performer or interpreter of the work of another artist. Applicants should submit documentation of a minimum of two and maximum of three pieces (including music, dance, film, etc.) via submission guidelines below. Visual art should be submitted as up to 10 jpegs uploaded to the online application. New Genres is the only Fellowship Category that may include a written statement within the application. *The purpose of this statement is to clarify the scope and nature of works submitted and may not include personal information or an artistic statement.*

Work Sample Formatting and Submission

Format:

- All text documents as PDFs
- Sound files as MP3s
- Visual images as JPEGs
- Videos as MP4s

Submission:

For video and audio submissions that are too large to attach to the online application:

- Mail a **flashdrive** to:
Mollie Flanagan
RISCA
One Capitol Hill
Providence, RI 02908
- Send via Vimeo:

- Send password, if necessary
- Select the option that allows the work to be downloaded
- Create a google drive folder and share it with support-material@arts.ri.gov, with full permissions. The google drive folder name should include your name and which category you are applying for.
- Drop off at RISCA offices by 4:30pm on the date of the deadline:

One Capitol Hill
Third Floor
Providence, RI 02908

Fellowship Award Requirements

Recipients must acknowledge their RISCA support in a prominent manner in all materials and announcements, both audio and visual related to the performance or exhibition of work created as a result of their support from RISCA. (e.g., "This project is supported in part by a grant from the Rhode Island State Council on the Arts".) Recipients must also display, in a prominent manner, the RISCA logo in association with the acknowledgment. Further detail regarding acknowledgement can be found at <http://www.arts.ri.gov/grants/pr.php>.

Award recipients are encouraged to post events in Rhode Island that present their work (grant related and otherwise) to the RISCA Arts Calendar at: <http://www.visitrhodeisland.com/what-to-see/the-arts-calendar/submit-an-event/>.

Final Reports

All Fellowship and Merit Award recipients are required to submit a final report providing an overview of their activities during the year of their grant award by no later than July 31.

All grantees are subject to periodic audit or review by RISCA or the State of Rhode Island and must retain fiscal records for a period of seven (7) years following completion of the grant period.

Tax Liability

RISCA recommends that individuals concerned about tax liability regarding their grant award follow the advice of their accountant. You will not receive tax documents from RISCA for this award.

Limits of Liability

The Rhode Island State Council on the Arts is not responsible for damage or loss of materials submitted to its office, whether or not such damage or loss is caused by negligence of the Rhode Island State Council on the Arts, its employees or agents. All Work samples submitted must be duplications of works. No original or single editions of works will be accepted.

If work samples are submitted via flashdrive, cd, or dvd, they will be mailed back to an applicant only if a self-addressed, stamped envelope with sufficient postage is provided. Work samples from applications without a self-addressed stamped envelope will be held for sixty (60) days following the award decision and may be picked up during normal business hours, 8:30 am - 4:30 pm Monday through Friday, at RISCA offices. The Rhode Island State Council on the Arts (RISCA) reserves the right to use any text, photographs, audio, or video submitted as part of the Fellowship application for limited non-commercial educational or promotional use in publications or other media produced, used or contracted by RISCA including, but not limited to: brochures, invitations, newsletters, postcards, websites, social media, etc.

