



Rhode Island State Council on the Arts
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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. Fellowships are highly competitive awards. Artists are encouraged to apply when they have created a substantial body of work that they are prepared to present in a professional manner. Artists interested in applying for a Fellowship Award should contact cristina.dichiera@arts.ri.gov.

Artists seeking Fellowship support will apply online at <http://www.arts.ri.gov/ind-apply>.

Deadlines

Fellowship deadlines are April 1 and October 1 of each year, according to the following categories:

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

(Note: The Design Fellowship has been replaced with the [Design Innovation Grant](#))

The applicant makes the final decision as to the category of application. Further information about Fellowship categories and supporting document/material requirements are listed below.

Fellowship applications must be submitted online and all artistic support materials *must be either received online or in hard copy in the RISCA offices* by no later than 11:59pm on April 1 or October 1 (see requirements according to discipline under Supporting Document Requirements below). Postmarks do not apply; materials postmarked by the deadline date but received on a later date will not be counted as part of your application.

During months when the deadline falls on a weekend or holiday, the deadline will be 4:30 PM on the next business day. 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. Applicants 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.

RISCA staff, Council 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, 2015 and received a grant, you may not apply again until October 1, 2018). Recipients of Fellowship Merit Awards may apply at subsequent deadlines. Recipients of RISCA funds in any category may not apply unless all final reports for previous grants and Fellowships have been submitted.

Applicants are eligible to apply in more than one category provided they have sufficient work and submit entirely different applications and work for each discipline. Different excerpts from the same piece do not constitute separate work. Support Materials 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.

Applicants may only submit work created and completed within the three years prior to the date of application (with the exception of Choreography, Film & Video, and Music Composition).

Funding Considerations

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.

Final Reports

All Fellowship and Merit Award recipients are required to submit a final report detailing their activities over the year of their grant award within 30 days of the completion of their project or by no later than July 31, whichever comes first.

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.

Review Process

All application materials are reviewed by staff to determine compliance with eligibility and submission requirements (see Eligibility section above and Supporting Document Requirements below). Council 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, or accomplishments in a particular arts discipline reviews each applicant's artistic support materials. 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 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 within eight to ten weeks of 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. In some cases, grant funds may not be received prior to the start of a project. 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 (and by traditionality, in the case of applicants for the Folk Arts Fellowship). Since panels assess Fellowship applications solely on the review of support materials such as manuscripts, jpegs, and recordings, applicants should submit the best quality support materials possible. It is the applicant's responsibility to ensure that support materials are prepared and submitted adequately to RISCA for panel review.

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>.

Support materials must be submitted online, with the exception of choreography, film and video, and music composition and, in some cases, new genres. All materials must be submitted online or received in the RISCA offices by 11:59 pm on the deadline date. See instructions for submitting artistic support materials according to each discipline below.

If you are mailing physical support materials to the RISCA offices, please include a self-addressed stamped envelope if you wish for the return of these materials.

A guide to the Fellowship application questions is available for download by following [this link](#).

Work Samples

PLEASE NOTE: The online system can upload images, text documents, video and audio in most formats, however, *there is a 25 MB limit for ALL support materials combined*. Video and audio work samples that exceed that limit may be submitted on CD or DVD or shared with Cristina.dichiera@arts.ri.gov via DropBox, GoogleDrive or Vimeo.

Please submit all visual art support materials in the form of 8-10 jpegs uploaded to the online system. Written material must be submitted online as PDF or word documents.

The applicant must submit work that has been created within the *three (3) years prior* to the date of application (with the exception of film and video, choreography, and music composition, which must be completed within the past five [5] years).

All work submitted for review must be complete and not a work-in-progress. The applicant must be the primary creative force behind the work. Consequently, no other artist may submit the same piece as support material at this deadline or in any future RISCA application. Artists can submit the same support materials for a Fellowship and a Project Grant for Individuals if they are applying for both. Artists may not submit the same support materials for Fellowship applications in two different disciplines. To apply for more than one Fellowship Award, applicants must submit completely different artworks for each application.

Please be aware that your work will be reviewed in the order you have designated. Work samples should be numbered and arranged in accordance with the List of Work Samples Submitted. For each item please list 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.)

Support materials must be prepared according to the specifications listed below. Because the review process is completely anonymous, the fellowship applicant's name must not be embedded within any images or sound files that the panel will review.

Support materials for *Poetry, Fiction and Play/Screenwriting* must be submitted as PDF attachments to the online system. (The PDF option is located within your computer's print menu. If you do not have a PDF option on your computer, please go to <http://www.freepdfconvert.com/> for a free PDF conversion service.)

For all literature applicants: RISCA encourages applications in literature, including 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 dance. Submit two to three works completed within the past three years on DVD (four copies) or via DropBox, GoogleDrive, or Vimeo. On the List of Work Samples Submitted section of the application, the applicant should include a complete numbered listing of the choreographed works including title, year of completion, duration of total piece, number of performers, and the title and composer of the musical score if applicable.

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. 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. Detail or installation views may be included, however the application may not exceed 10 images total.

Film and Video

Submit one to two works, completed within the past five years. Submit 1-2 (one-two) works completed within the past three years on DVD (four copies) or via DropBox, GoogleDrive, or Vimeo. If submissions are very short in length, you may submit more than 2 works, but no more than 15 minutes of footage total. On the List of Work Samples Submitted section of the online application please indicate 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

YOUR NAME CANNOT APPEAR ANYWHERE ON YOUR MANUSCRIPT. Manuscripts should consist of a maximum of 15 pages; please submit as close to 15 pages of text as possible. Manuscripts should be presented in professionally formatted, typewritten form; photocopies from journals or books will not be accepted. Indicate on the List of Work Samples Submitted section of the application whether the work is part of a larger text, part of a series, a complete manuscript, etc.

Fiction

YOUR NAME CANNOT APPEAR ANYWHERE ON YOUR MANUSCRIPT. Manuscripts should consist of a maximum of 30 pages of a complete work, excerpt of a novel, or short stories. Please submit as close to 30 pages of text as possible. Manuscripts should be presented in professionally formatted, typewritten form; photocopies from journals or books will not be accepted. Indicate on the List of Work Samples Submitted section of the

application whether the work is part of a larger text, part of a series, a complete manuscript, etc.

Playwriting/Screenwriting

YOUR NAME CANNOT APPEAR ANYWHERE ON YOUR MANUSCRIPT. Manuscripts should consist of a complete full-length play or screenplay. 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. Submit two to three works completed within the past three years on CD (four copies) or via DropBox or GoogleDrive. Support materials must be received 11:59 on the deadline day. Corresponding musical scores may be scanned and uploaded as PDFs to the Work Samples section of the online application. THE NAME OF THE COMPOSER SHOULD NOT APPEAR ANYWHERE ON THE MUSICAL SCORES, but should be written directly on the compact disc.

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

Submit a minimum of 8 and maximum of 10 jpegs, up to 2MB each. 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. 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. 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) on DVD or CD submitted to the RISCA offices or shared via DropBox, GoogleDrive or Vimeo by 11:59pm on the deadline day. 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.*

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 should also 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/>.

Tax Liability

RISCA recommends that individuals concerned about tax liability regarding their grant award follow the advice of their accountant.

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 Support Materials submitted must be duplications of works. No original or single editions of works will be accepted.

Support Materials will be mailed back to an applicant only if a self-addressed, stamped envelope with sufficient postage is provided (with the exception of manuscripts which will not be returned). Support Materials 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, at the Council 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, etc.